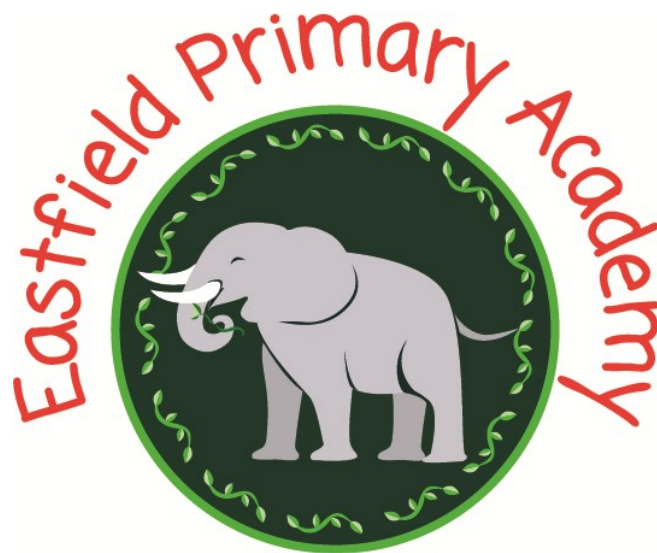




Nursery Prospectus

Early Years rated 'Outstanding'
by Ofsted, Nov 2023

Eastfield Primary Academy

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Contents Page

Page 4	A welcome from the Nursery Team
Page 5	Eastfield Nursery's Aims and Objectives
Page 6	Coming to Nursery - The benefits to your child
	Parental Involvement
Page 7	Starting Nursery - What you need to know!
	- Session Times & Fees - Applying for a Place
Page 8	- Funding Forms - 30 hours Childcare Codes - Breakfast Club & After-School Provision
Page 9	- Uniform
Page 10	- Child Collection Arrangements - Lunch Arrangements - Snack Arrangements - Drinking Water
Page 11	- Children Who are Ill - Children with Special Educational Needs - Assessment & Observation
Page 12	The Early Years Foundation Stage Framework
Page 13	Settling In
	A Typical Day
Page 14	Behaviour Management
	Transition into School



Welcome to Eastfield Primary Academy's Nursery, proud to be part of the **Enquire Learning Trust**, situated in Immingham in North East Lincolnshire. Our Nursery is open for children between the ages of 3 and 4 and we believe that all children should be given the chance to shine. Our three drivers are **Pride**, **Collaboration** and **Understanding**; these underpin everything we do and plan for in our Academy.

Pride means that we are always proud of our families, our Academy, our work and ourselves; we strive to be the best we can be, in everything we do.

Collaboration means that we work together and learn with, and from each other. This is in every classroom, every group and as an Academy. Staff and children also have the opportunity to work with other academies in our Trust to share best practice. What we can do in a team today, we can do on our own tomorrow!

Understanding means that we try to understand how other communities feel and compare this to our own.

We hope that your child will start their exciting journey with us. This prospectus aims to provide you with all the answers to your questions, but we encourage you to come and meet us and enjoy a tour with your child.

A Welcome from the Early Years Team

We believe that every child develops at their own pace in the different areas of learning. Our role is to tap into their enthusiasm and interests, stretch their learning and challenge their development. We scaffold the children's play, questioning and promote positive interactions with each other.



Miss Katie Tordoff
EY Lead



Mrs Jeanette Wright
EYFS Practitioner



Mrs Hannah Barratt
EYFS Practitioner



Miss Jo Mills
Teaching Assistant



Mrs Zina Lewis
Reception Teacher



Miss Sammy Neal
Teaching Assistant



Miss Laura Russell
Teaching Assistant

Eastfield Early Year's Aims and Objectives

- * We provide a happy, relaxed and safe environment for children of any culture and ability to learn through play and structured activities.
- * Children are encouraged by example and teaching to care for and respect not only themselves, but also others and their environment.
- * We aim to increase their personal confidence and self-esteem. We actively promote positive behaviour.
- * We aim to develop the concentration, communication and listening skills of the children, to broaden their range of experiences and to deepen their levels of understanding.
- * We aim to develop their physical abilities.
- * We actively promote creativity and imaginative play.
- * We actively promote healthy eating and a healthy lifestyle.
- * We actively promote independence in the setting including personal care and hygiene.
- * We actively promote equality of opportunity for everyone.
- * The Nursery aims to provide a service to the local community.
- * We encourage the children to feel part of their community by having visitors, and by occasionally taking part in visits to local facilities and places of interest in the area.
- * We maintain a working partnership with parents, as we recognise this as being of major value and importance in a child's education.
- * We encourage each individual child to progress through Development Matters and the Early Years Framework, as set out by the DfE.
- * To meet the requirements of these we plan extensively following the children's interests and progression. We record each child's progress through observation which enables us to provide more closely for the needs of each child. We support every child in their development, allowing them to progress at their own rate whilst offering plenty of encouragement and praise. Activities are a mixture of adult and child led to ensure a broad and balanced curriculum is delivered.



Coming to Nursery - the benefits to your child

- ☺ Above all, Nursery is FUN! Every day there are fun things to do, new things to learn, exploring to be done and best of all, friends to share it with.
- ☺ Attending a pre-school setting provides your child with an important introduction into the social world of interaction, sharing, talking with others and learning to play co-operatively. This is supported by the sensitive and nurturing input of the staff, who take time to listen to and talk with each child.
- ☺ Your child will have many exciting experiences which are designed to support and extend their growing curiosity. They will be able to take part in activities which are planned to develop a wide range of skills and to foster a love of learning. In the Nursery, we place a great emphasis on the children's developing creativity and sense of imagination.
- ☺ Young children are natural adventurers and enjoy finding out about the world they live in. In the Nursery, the children are actively encouraged to explore their environment. We go outside every day and in most weathers whether we are flying kites, role playing, making dens etc.



Parental Involvement

Parental involvement is highly valued and promoted through a variety of ways:

- ☺ Parent collaboration and 'stay and play' events are organised on a termly basis as a minimum.
- ☺ Termly parent meetings where individual learning journey's and reports are shared.
- ☺ A 'Proud Bear' is sent home on a weekly basis as a 'reward' to encourage parents and children to interact with each other and share their home life. A toothbrush and comb etc. is included to encourage self-care. A book accompanies the bear for children to record the bear's adventures with them.
- ☺ EYFS hold an annual 'Muddy Warrior' Day.
- ☺ EYFS perform the Nativity to parents.
- ☺ Meet and greet at the start and end of every day provide both staff and parents with the opportunity to share any concerns, worries or celebrate children's achievements.

Starting Nursery - What you need to know!

Session Times & Fees:

All 3 and 4 year old children are entitled to 15-hours government funding and some parents who meet particular criteria may also be entitled to 30-hours government funding (further information about 15/30 hour funding can be found at <https://www.childcarechoices.gov.uk/>)

30 Hour Places:

Session times are 8.45am to 3.15pm, Monday to Friday.

15 Hour Places:

Mornings: Monday to Friday 8.45am-11.45am

Afternoons: Monday to Friday 12.15-3.15pm

2.5 days at the start of the week: Monday & Tuesday 8.45am-3.15pm, Wednesday 8.45am-11.45am

2.5 days at the end of the week: Wednesday 12.15pm-3.15pm, Thursday & Friday 8.45am-3.15pm

For 15 hour parents who wish to pay for additional sessions, these are charged at £5.50 per hour.

Nursery extended hours (in excess of 15hrs) - **£5.50** per hour;

- any additional sessions are discussed & agreed with the Early Years Lead teacher
- any additional sessions are agreed on a termly basis to ensure that staffing & groupings can accommodate the additional sessions
- **all** additional sessions must be paid for **in full, in advance, on a half termly basis** to prevent parents accruing any debt. All agreed sessions will be added as a booking on MCAS (MyChildAtSchool parent app) before the start of the half term in which provision will be taken. If a child joins our Nursery provision during a half term and additional hours are requested and can be provided, the agreed sessions will be added to MCAS prior to the sessions starting.
- an MCAS account will be set up for you, when your child starts our Nursery.
- additional sessions **cannot** be provided if they have not been paid for in advance, to prevent parents accruing any debt

Applying for a Place:

Parents who wish to apply for a Nursery place for their child can fill out an online application form;

<https://eastfieldprimary.net/our-academy/nursery>

Alternatively, the application form can be downloaded from our website, or please telephone the school Office on 01469 572455 to arrange for an application form to be sent or collected.

We are a 52 place Nursery; 26 places in a morning and 26 places in an afternoon. Parents are often keen to reserve Nursery sessions in advance, and we will do our best to meet your requirements.

You will be able to discuss with the EY Lead your preferred sessions and we will strive to accommodate you.

How to Apply

Parents who wish to apply for a Nursery place for their child can fill out an online application form below:

Eastfield Primary - Nursery
Admission Application Form

Application for Admission of Child to Eastfield Nursery

* Required

1. Full Name of Child *

Enter your answer

2. Child's Date of Birth *

A copy of the child's birth certificate must be provided once a place has been allocated.

Please input date in format of dd/MM/yyyy

Alternatively, the application form can be downloaded below, or please ring the school Office on 01469 572455 to arrange for an application form to be sent or collected

Nursery Applications

Nursery Application Form	Updated 10/03/2021	308 KB	Download
Nursery Application Form - Printable	Updated 16/03/2021	103 KB	Download

Funding Forms:

All funding forms must be completed and returned to school before the start of each term. Where funding forms have not been received, all Nursery sessions will be charged at a rate of £5.50 per hour. If you have any difficulties completing the form, please let the Office know so they can assist you.

30 Hours Childcare Codes:

If your child is in receipt of 30 hours funding it is your responsibility to ensure that the information is correct and up to date at all times:

- ⇒ You will need to apply online (via www.gov.uk) for a childcare account to get a code for 30 hours. This code must be given to Eastfield Primary Academy before your child starts Nursery.
- ⇒ You must have a valid 30-hour code by the end of the month before a new term starts.
- ⇒ You will need to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you will have to reconfirm your eligibility in your account in order to keep your code valid. It is your responsibility to ensure that you have renewed your claim for your child's eligibility code.

If your circumstances change and you are no longer eligible for 30 hours funding then you **MUST** inform us immediately. You will then have the option to reduce your child's offer to 15 hours per week (funded) or pay for the additional 15 hours at a rate of £5.50 per hour.



Breakfast Club & After-School Club Provision

Breakfast Club

Breakfast Club is available to all children from Nursery to Year 6, Monday to Friday, 7.45am to 8.45am. A range of cereals and toast are available.

Breakfast Club - **£3.00** per session;

- sessions are booked via the parent app, MCAS
- all sessions are booked and paid for in advance to prevent parents accruing any debt
- if a child does not have a place booked at Breakfast Club & therefore is not on the daily register, they will **not** be allowed to attend; we need to ensure that we have appropriate staffing levels at all times

An account will be activated for you, when your child/children start with us.

After-School Provision

After-School Provision is available to children from Nursery to Year 6, Monday to Friday.

Timings are:

- * 3.15 - 5.00pm **£7.00** per session
- * 3.15 - 6.00pm **£10.00** per session

- children are given a snack
- sessions are booked via the parent app, MCAS
- all sessions are booked and paid for in advance to prevent parents accruing any debt
- if a child does not have a place booked at After-School Provision & therefore is not on the daily register, they will **not** be allowed to attend; we need to ensure that we have appropriate staffing levels at all times



Uniform:

Our uniform consists of:

- Red sweatshirt or cardigan
- White or red polo shirt
- Black or grey trousers, skirt or pinafore (or red checked summer dresses)

Children may find it easier to wear black/grey jogging bottoms/leggings to enable them to undress/dress themselves when they use the toilet unaided.

We also recommend Velcro-fastening shoes (rather than laces or buckles) for Early Years children so that they can change in and out of their shoes independently.

Nursery children **will not** need a PE kit.

Uniform with our logo on can be purchased from Uniform Direct or the Uniform Hut however, this is not compulsory.



We also aim to play outside in all weathers so please supply your child with a warm coat or raincoat during cold or wet weather, and a hat and sun-cream during hot weather.

PLEASE ENSURE ALL CLOTHING IS LABELLED WITH YOUR CHILD'S NAME!

Child Collection Arrangements:

To ensure the safety of your child, it is important to notify the Nursery Staff if someone else will be collecting your child at the end of the session. We run a password system for added security if someone unknown to us is collecting your child; we would ask for a password in these instances.



Lunch Arrangements:

Any child, who is in school for a full day can access a paid lunch. Lunch can be booked via MCAS; the cost is £2.25/meal and lunches need to be booked a week in advance. You can choose from:

- a main meal - a meat or vegetarian option is available
- a jacket potato with a filling
- a sandwich option
- & a dessert option

If you prefer, you can send your child with a packed lunch, or you can access both paid lunches & provide packed lunches to suit your child's preferences.

Snack Arrangements:

Children are provided on a daily basis with a piece of fruit or vegetable (these are seasonal) and a carton of milk. They eat their snack together & are closely monitored by staff. Staff ensure that all children have ac-



Drinking Water:

Although the children have a drink and snack during the session, research has shown that children can concentrate for longer if they are well hydrated. Therefore, on-entry to our Nursery, we provide each child with a water bottle. These are sent home on a daily basis for you to clean and refill.



Children who are ill:

Please remember that children should not be brought to Nursery if they are feeling unwell, or are suffering from a virus or infection of any kind. This not only prevents the spread of infection to other children and staff, but also enables them to recover more quickly. If your child arrives at Nursery and is apparently unwell, you may be asked to take them home again. If it becomes clear during the session that your child is unwell, staff will contact you and ask that you collect them. It is in your child's best interests that they remain at home in the peace, quiet and warm when they are unwell. There is a 48-hour exclusion period after a sickness bug.



Children with Special Educational Needs:

We welcome all children at our Nursery and will work closely with you to ensure that your child's time at the Nursery is as fulfilling and beneficial as possible. Our provision in this area includes all children who have particular needs which require special attention, either for a short period of time or on a more permanent basis. This can include, for example, an unexpected change in behaviour, a gifted child, a quiet child who is not involving themselves in our activities, or a child with a physical disability. Observation of a child enables us to identify areas which we need to focus on. We will keep you informed at every stage when we have a concern of any kind.

Assessment:

We continuously observe and monitor children's progress which we track very carefully against the Early Years Foundation Framework. We then use this information to design learning to meet the needs of our children both on a personal and educational level.

On a weekly basis we use Instagram to keep parents updated on learning, events & everyday activities in Nursery - it's important for you to see what your child is doing whilst they are with us!

We have termly appointments for parents to discuss their child's development with their EYFS Practitioner. Your child's EYFS Practitioner writes a simple report in the summer term.

Problems or Questions?

Please don't hesitate to speak to a member of staff if you are unsure about anything or have any issues relating to your child that you would like to discuss with them.

If you have any comments on our provision or can suggest any improvements, please let us know - our aim is for both you and your child to enjoy your time with us.



The Early Years Foundation Stage Framework

The updated Early Years Foundation Stage Framework comes into effect from September 2021 and is compulsory for all early years providers for children aged between 0 and 5 including nurseries, playgroups, childminders and Reception classes. The document advocates learning through the child's exploration and play within the session.

The framework has four themes. Each theme has a principle and four commitments that are the starting point for effective practice. The themes are:

- 😊 A Unique Child
- 😊 Positive Relationships
- 😊 Enabling Environments
- 😊 Learning and Developing



There are seven areas of learning that we plan and assess to. These create a holistic experience for your child.

The seven areas of learning are:

- ♦ Personal Social and Emotional Development
- ♦ Communication and Language
- ♦ Physical Development
- ♦ Literacy
- ♦ Mathematical Development
- ♦ Understand of the World
- ♦ Expressive Arts and Design



Our aim is that each child will have their individual learning needs met through close observation and the planning of activities and experiences in all these areas. We believe that it also adds to the smooth transition into Reception as they can continue to follow the child's individual progress and interests. The Early Years Foundation Stage Framework is available for you to read on the website.

We also think about how your child is learning by using 'The Characteristics of Learning'. These are:

Playing & Exploring

- Finding out & exploring
- Playing with what they know
- Being willing to have a go

Creative & Critical Thinking

- Having their own ideas
- Making links
- Choosing ways to do things

Active Learning

- Being involved & concentrating
- Keep trying
- Enjoying & achieving what they set out to do

Settling In

It is vitally important that your child feels comfortable, safe and secure in Nursery. When your child begins to attend you are welcome to stay with them for the first 15 minutes, if necessary. However, some children settle more quickly with a parent or carer present and some when they are absent. Each child is different, and so each settling in arrangement is tailored to the needs of each individual child. Please feel assured that staff will comfort any child in distress and contact you to reassure you that your child has settled.

Staff are also available for discussion before and after each session, at parent meetings, or at other times by arrangement.

A Typical Day

A Morning at Eastfield:

- **At 8.45am** - we open our doors and parents bring children into the cloakroom area to hang their belongings on their own peg. The children come and join their group in their teaching area and choose an activity.
- **At 9.15am** - we have group circle time and every child's input is valued. We do the register, count the children, sing songs and talk about the season and the weather.
- **At 9.30am** - we start our first teaching session of the day, this lasts for around 20 minutes. This may be a phonics, maths, topic or curriculum session.
- We then move into free flow activities, with some teacher lead activities happening at the same time. At 10.30am, everyone sits together & enjoys their snack.
- **At around 11.30am** - we stop and have tidy up time before reviewing the children's morning learning. We then have a story and a sing-song which is a lovely way to end the morning session.
- **At 11.45am** - it is home time or lunch time. We open the doors at 11.45am and call each child up one at a time to go to their parent/carer to ensure that all the children have gone to the correct adult.
- If your child stays for lunch, you can book a school meal or provide a packed lunch. The children sit together in the Nursery to eat.



An Afternoon at Eastfield:

- **At 12.10pm** - we open our doors for the afternoon session and parents bring children into the cloakroom area to hang their belonging on their own peg. The children join the dinner staff to have their lunch.
- **At 12.15pm** - the children join their group for register. We then start their afternoon teaching session, this lasts for around 20 minutes. This may be a phonics, maths, topic or curriculum session.
- We then move into free flow activities, with some teacher lead activities happening at the same time. At 2.15pm, everyone sits together & enjoys their snack.
- **At around 2.50pm** - we stop and have tidy up time before reviewing the children's afternoon learning. We then have a story and a sing-song which is a lovely way to end the day.
- **At 3.15pm** - it is home time. We open the doors at 3.15pm and call each child up one at a time to go to their parent/carer to ensure that all the children have gone to the correct adult.



Behaviour Management

We believe that it is vital to encourage children to form good relationships with both children and adults. Our emphasis is on 'positive reinforcement' and on recognising and acknowledging positive behaviour with praise and encouragement, in order to build self-esteem and self-confidence. As such, we strive to help the children to govern their own behaviour by developing their sense of what is right and wrong, respecting themselves and others by reinforcing the high standards of behaviour that we expect within the Nursery and Early Years Unit as a whole.



Transition into School

The Nursery and the Reception class form our Early Years Unit (EY Unit). Throughout the academic year the children get to know all of the staff in the EY Unit. During directed teaching time, our children stay in their designated areas however, during our continuous provision opportunities, the children get the opportunity to explore the whole EY Unit, interact with staff and children from both areas. We also have shared theme days when the children free flow between activities in Nursery and the Reception class.

Staff work together as a team in our Early Years Unit to plan, resource and set up activities within the Unit. This enables Nursery children to access the Reception area throughout the day and across the year.

We also work with other schools in the area. If your child is going to a different school for their Reception class, we liaise with their new teacher wherever possible. Our aim is to make their transition into any school as smooth as possible.





**We look forward to meeting you
and your child!**

