

# Nursery Prospectus

Early Years rated 'Outstanding'  
by Ofsted, Nov 2023

Eastfield Primary Academy

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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**

## 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 journeys 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.
- 😊 'Proud Cloud' slips are sent home for parents to share children's successes and achievements at home, with school; these are then shared and celebrated with peers.
- 😊 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 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.
- additional sessions **cannot** be provided if they have not been paid for in advance, to prevent parents accruing any debt
- **any** missed agreed additional sessions must be paid for, refunds will not be provided if children miss additional sessions due to illness, holidays etc. as staffing levels are agreed on a termly basis
- additional sessions are paid for via the parent app, MCAS (MyChildAtSchool)

## Applying for a Place:

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

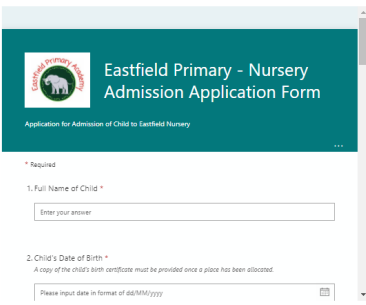
<https://eastfieldprimary.net/our-academy/nursery>

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.



Nursery Applications		
Nursery Application Form	Updated 10/03/2020	338 KB
Nursery Application Form - Printable	Updated 10/03/2020	103 KB

## 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](http://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.



## Uniform:

Our uniform consists of:

- Red sweatshirt
- 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 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.



### **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.

### **Wrap Around Care:**

We do not currently offer any provision outside of the above hours.



### **Lunch Arrangements:**

Any child, whose hours require them to be in Nursery for lunch, will need to bring their **own packed lunch**.

### **Snack Arrangements:**

Children are provided on a daily basis with a piece of fruit or vegetable (these are seasonal) and a carton of milk. This is self-service and children can access a snack/drink at any point during continuous provision. Staff ensure that all children have accessed something.

### **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 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 & Observation:

We carry out regular, simple observations which provide both information relating to your child's progress, and enable us to get to know their individual characters to ensure that we are able to meet their needs both on a personal and educational level. To supplement this, we take photographs and keep items of work that build into a learning journey. You are able to access your child's records at any time via Evidence Me; you will receive log-in details to access this for your child. You can then upload photographs and videos of your child's achievements outside of school that you'd like to share 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. During this time children can help themselves to a snack and a drink at the self-service snack station.
- **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 will need to provide a packed lunch and 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. During this time children can help themselves to a snack and a drink at the self-service snack station.
- **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!**

