



Egglescliffe C.E. Primary School



Nursery Handbook

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Welcome

Egglescliffe is a school founded in the Christian faith, which embodies Christian values in its daily life by promoting, encouraging and celebrating the abilities of all within the school community.

Thank you for choosing Egglescliffe C.E. Primary School Nursery. Everybody working with your children strives to give them the best possible start to school life. We aim to create a secure and nurturing environment in which your children begin to love learning, develop their independence and challenge themselves to make good progress in all areas of development.

We believe in having an open door policy and work in partnership with parents, grandparents and those involved in your child's daily care. We have open channels of communication, which include school ping and parent's evenings.

This booklet has been designed to answer some of the questions you might have about your child starting Nursery and to give you an idea of how our Nursery operates. If you do have any further questions about Nursery do not hesitate to get in touch; it would be lovely to hear from you.

Yours sincerely

Mrs Emma Robertson

Headteacher

Contact details

School Direct Line: 01642 787945

School Office Email: Lesley.Millward@egglescliffprimary.org.uk

School Website: <https://egglescliffprimary.org.uk/>

Applying for a place at Eggescliffe C.E. Primary School Nursery

Application forms to be added to the Nursery waiting list are available from the school office.

All 3 and 4 year olds in England are entitled to 570 hours of free early education or childcare a year. This is often in school settings as 15 hours a week over 38 weeks of the year, excluding school holidays.

At Eggescliffe C.E. Primary School Nursery we offer three sessions in our day;

Morning session from 8.45am until 11.45am

Lunchtime session from 11.45am until 12.15pm

Afternoon session 12.15pm-3.15pm

We offer flexible provision, which means you will be able to choose how you would like to claim your 15 hours in the week, across morning and afternoon sessions, each half term. You may also be eligible for the 30 hours of free early education childcare (information attached). If parents do not qualify for the 30 hours entitlement, you can pay for the provision following the details below.

Half day = £13.00

Lunch time supervision (11.45am – 12.15pm) = £3.00

Lunch time, including a school dinner (11.45am – 12.15pm) = £5.05

Full day (including lunchtime) = £29.00 (with a packed lunch)

Full day (including lunchtime) = £31.05 (with a school dinner)

Parents/Carers should indicate on their application form the provision they require confirmation of requests that are sent out termly.

Our Nursery Team

My teachers are...



Mrs Shenton
Monday-Wednesday



Mrs Morris
Thursday-Friday



Mrs Oliver
Full time Teaching
Assistant

Our Learning Environment

Our classroom is light, bright and welcoming with stimulating resources including permanent areas such as; construction, sand, water, creative and a reading area. We enhance the indoor environment with a wealth of books, games, dressing-up, mark making equipment, malleable equipment and displays to reflect the children's learning journey and experiences throughout the year.

Outside we have a large space and a range of equipment such as; climbing equipment, a playhouse, water trays, tricycles, balance bikes and scooters, mud kitchen, story stage, planting beds and building and construction materials.

Children access the indoor and outdoor environment every day in all weathers.

What do we learn?

In Nursery, we follow the Early Years Foundation Stage (EYFS) Framework and work towards the developmental steps outlined in the Early Years Outcomes document. These documents outline 7 areas of learning and development;

PRIME AREAS

Communication and Language

Physical Development

Personal, Social and Emotional
Development

SPECIFIC AREAS

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

Children require good development in the **PRIME AREAS** before they can begin to access many of the specific areas.

Our Nursery sessions are designed to enable children to demonstrate their ability and develop skills and understanding in these areas. We do this through routine activities such as; singing songs and rhymes, number work, phonics activities, developing conversation skills, learning new vocabulary, teacher led practical activities such as baking or craft, and free play. We aim to provide a balance between whole class, group and 1:1 activities. Children are allowed to access activities independently in the Nursery environment, both inside and outside whilst the adults in the classroom are there to support and enhance their play and independent learning. Further information about statutory learning in the Early Years Foundation Stage can be found by accessing: <https://foundationyears.org.uk/2019/10/eysreforms/>

Assessment

Once your child has settled in, Nursery staff will start to develop a picture of what they can do and areas where they need to develop. This forms the baseline from which we can plan and support your child's learning and development.

Each child will have a special book called their 'learning journal', this includes activities your child has done, observations from staff and many photographs. The learning journals collect and track learning we have witnessed your child complete both with support and independently in the Nursery. Parents are encouraged to feed into this journal as we believe education is a partnership and share with staff any learning and development they have witnessed in the home environment. They can do this by writing their child's achievement onto a 'WOW' card and bringing it into school.



Communication & Reporting to Parents

In Nursery, we strive to have excellent relationships with parents. Please talk to any member of the Nursery Team if you have any questions or concerns.

We keep you up-to-date with activities and events through School Ping – please see the main office for details. Parents are also able to use this service to send messages to their child's teacher.

You will be invited to Parent Consultation Evenings, which happen each term. This is a chance to have a sit down meeting with staff to discuss your child's progress and wellbeing in school. You will be notified of dates for Parent Consultation Evenings and will be given the chance to book appointments. If you would like to discuss your child's progress at any time please book an appointment with myself.



At the end of the academic year, you will receive a written report about your child. The report will focus on how well your child has progressed against the Early Years Outcomes and you will have the opportunity to discuss the report at a meeting should you request it.

Our Role as a Church School

Egglescliffe Primary School is a Church of England Voluntary Controlled School. While freely welcoming children of other denominations, the religious education is firmly based on the doctrines and practices of the Church of England. We follow a syllabus issued by the Durham Diocesan Board of Education and approved by the Governors of the School called Understanding Christianity in conjunction with the Stockton LA SACRE.

In Nursery, we learn and study the Bible, Jesus, his life and his teaching through songs, stories and activities in RE sessions. We also learn about the beliefs, traditions and customs of other faiths. We end our morning and afternoon sessions with a short prayer and allow children to include their own ideas in their prayers if they wish.

Nursery children attend whole school worship during the week including “Singing Worship” and attend our weekly Achievement Assembly. Attending worship is a nice way for children to watch siblings and feel part of the greater school community. We also travel down to the church for special school services.

What will my child need?

Your child will need to have the following things for Nursery each day;

- **Practical and comfortable clothing.**

Many of our children come to school in school uniform but this is not a statutory requirement. Clothing for Nursery should be suitable for all sorts of activities such as running, jumping and climbing. It should also be easy for your child to remove when they need to go to the toilet. Children do get dirty in Nursery so clothing should also be washable and not your best clothes.

If you choose to send your child in school uniform, it can be purchased online at Motiv8 Embroidery & Rawcliffes.

School uniform is as follows:

- Grey/black trousers, shorts, skirt, calottes or pinafore
- Burgundy gingham dresses in warmer weather
- Light blue shirt, polo shirt or blouse
- Black school shoes
- Burgundy sweatshirt or cardigan

- **A warm coat and wellingtons.**

We spend a lot of time playing and exploring outside in all weathers so it is important for your child to be prepared. Wellington boots can be kept in school for the half term.

- **A bag containing a spare set of clothes.**

Many of our children bring a bag to Nursery, it is a good idea to put in some spare clothes, including pants, socks, tights, trousers and a top is suitable, just in case of any accidents.

Please remember to label all of your child's possessions to ensure they are easily identifiable if misplaced.

Safeguarding

We take the health, safety and emotional wellbeing of our children very seriously.

A daily risk assessment is carried out both outdoors and indoors to ensure there are no risks to the safety of your children. We request that you support us in doing this by reporting to an adult any damaged equipment or other risk to children's safety that you notice.

It is important that you let staff know who will be collecting your child, especially if it is someone different from their usual collector. You can let us know by sending a message on School Ping or by calling the main office. Children feel very anxious if they don't know who is going to collect them so it is important that you contact Nursery if you are ever running late so that we can reassure your child.

In your welcome pack, you are given a safeguarding form that asks you to list the people who are likely to collect your child. You are also asked to think of a 'key word' they can repeat if staff are unsure of who they are. This is so that we do not send children home with anybody who is not safe. Please do not be offended if we call you to verify who has come to collect your child, we must take the safety of your children seriously and ensure they go home with the right person.

As you will know from tragic cases in the media, schools and child care providers have a responsibility to record and report any incidents where they believe a child may be being hurt, mistreated, exploited or neglected. Please do not be offended or alarmed if we ask you about bruises or marks on your child or if we ask you to clarify something your child has said. We all know that three and four year olds get bumps and bruises all of the time, we also know that they can say the most bizarre things, but it is best to be vigilant rather than to miss a real case of abuse.

In turn, we will inform you of incidents when your child has been hurt or if something has happened in Nursery that has upset them. If you ever have any questions or concerns do not hesitate to speak with a member of staff.

Behaviour

In Nursery we help children to consider how they behave, encouraging them to make 'good choices' by modelling to them how to listen and speak politely to each other, how to play gently, look after toys and equipment, as well as encouraging them to join in with group activities and take turns. When children display positive behaviour we give them lots of praise and sometimes stickers or the chance to do an important job.

We fully understand that at the ages of three and four children are still developing their emotional intelligence and tantrums, moods and tears never phase us. We **never** use the term "naughty" to describe a child, or the term "naughty spot" as we do not want to label any child in our nursery as being a naughty person. We insist that it is the action we disapprove of, not the child. We use the language of choice; getting children to consider if they are making the right choices/good choices and if not how they could alter what they are doing to improve their choice.

If children do display negative behaviour such as unkind words, refusal to join in or hurting others we will give that child space to calm down, and then explain, in simple terms, how their actions have affected others. We will always encourage that child to say sorry. Sometimes children will have to have "time out" from playing for a few minutes to think about what they have done, in which case they will come and sit near an adult to think. Sometimes, as a consequence of their actions, a child will have to wait before they come and join us for snack or go to play outside.

Most incidents in Nursery are quickly dealt with and we can all move on without the need to inform parents, but on occasion, we may speak to you about something that has happened in a session, for example if your child has hurt one of their friends or has been hurt themselves.

You can support us in Nursery by encouraging positive behaviour and language at home. Celebrate when your child is demonstrating good behaviour. If you are ever concerned about something your child mentions about Nursery it is helpful if you ask the following questions;

Did you tell the teacher?

Did she/he sort it out?

Please do not hesitate to make contact with Nursery if you ever have any concerns or questions about behaviour.

Food & Lunch times in Nursery

We have a drink and snack as part of each Nursery session. Children can choose to drink milk or water. We are part of the Stockton fruit scheme and the children have access to a piece of fruit each day such as apples, pears, bananas, satsumas, raisins or carrots. It is important that you inform us immediately of any food allergies or intolerances that your children suffer so that we can keep them safe.

Occasionally we offer additional snacks, such as eating things we have baked or tasting new fruit and vegetables.

Children who stay all day can bring a packed lunch or you can pay for a school meal (please ask for a copy of the lunch menu if you would like to see what is on offer). We request that you do not pack any sweets or fizzy drinks and that you cut larger items such as cherry tomatoes or grapes in half. Please be aware that nut products such as peanut butter cannot be consumed in school due to allergies of other pupils in the setting.

Heath & Illness

Please inform us of any medical conditions we need to be aware of when caring for your child. It is vital that we know about any allergies or conditions such as asthma.

If your child is unwell and unable to attend Nursery it would be helpful if you could let us know by contacting us on the school office number.

If your child becomes unwell while they are in Nursery, we will contact you and ask you to arrange for someone to come and collect them. It is important that our contact numbers for you are always up to date so please let us know if your number changes.

If you are unsure as to whether your child is well enough to return to Nursery, please get in touch and we can advise you. As a general rule, children should have been clear of symptoms, such as sickness and diarrhoea, **for at least 48 hours before returning to the setting.**

Children often fall or hurt themselves in Nursery. When this happens member of staff will apply first aid, if it is required, and fill in a form telling you about the treatment your child has received which will be handed to you in person or placed in your child's bag. In the case of a more serious accident, such as a severe head injury, you will be contacted and asked to come and collect your child to have them checked by medical professionals.

If you require us to administer prescribed medication to your child, such as antibiotics, you will be asked to fill in a Medicine form. We **do not** administer “over the counter” medicines such as Calpol. Parents and carers should administer doses of Calpol before and after Nursery sessions, although, if your child is feeling unwell they should not be in Nursery.

Intimate Care

Many of the children who start our Nursery already have good bladder and bowel control and can manage their toilet needs with only a little support. Children develop differently, however, so do not worry if your child is still learning how to manage their toilet needs.

Although we cannot toilet train your child for you, we can support you in helping your child reach that developmental milestone.

We ask that every child bring a bag of spare clothes with them each day as accidents happen with even the most confident child. We never criticise or tease a child who has had an accident but treat them with dignity and care.

If your child is still wearing nappies we will develop an Intimate Care Plan with you so we can work together to help your child become toilet trained. We will request that you switch to pull-ups for Nursery as this helps them feel more grown up and we can change children standing up.

Over time, we will request that your child changes into pants, even if we have to change them several times in a session, we want them to start to become aware of the need to go to the toilet and the wet sensation if they forget to go!

If you are still struggling to help your child move into pants we can make contact with support services from The Family Hub in Stockton who have further advice and support for parents.

Transition into Reception

If your child is due to start full time school in September, you can find details about schools admissions and transfers on Stockton on Tees Borough Council's website in their schools admissions section.

If your child is going to be joining Eggescliffe C.E. Primary School in September we build upon the skills already outlined within the Nursery. We have a seamless transition and work with each individual child to enable them to flourish.

We hold a transition meeting for parents in the summer term when all aspects of starting full time school are explained and you get the chance to ask questions.

If your child is going to be joining a different school from September, we will work with that school to ensure that we can pass on any information they require and aid your child in making a positive start to school life.

FURTHER INFORMATION

We hope that this handbook has helped to explain and answer many of the questions you might have about your child joining Nursery, but if there is anything else you wish to know, do not hesitate to get in touch.

This is the beginning of a very special journey together.

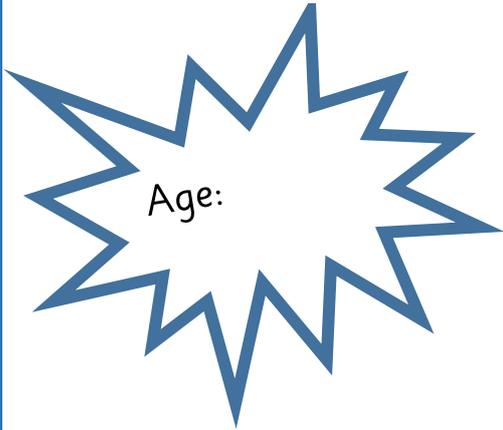
Many thanks,

Mrs R Shenton
Early Years Lead

Mrs E Robertson
Head Teacher

All about Me

Please can you complete this so I can get to know more about you.



This is me (can you draw a picture of you?)

My birthday is:

My pet(s) are:

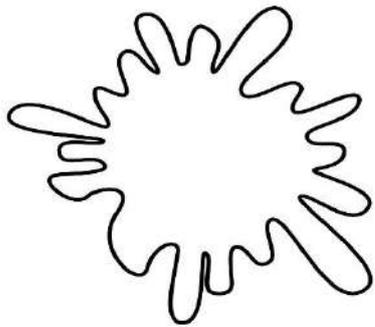
This is my Family (can you draw your family?)

My Interests

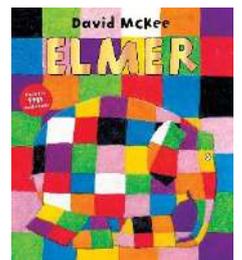
Things I like to do are (can you make a list of different things you enjoy).

My favourite colour is:

(Can you colour the paint splat in your favourite colour)



My favourite storybook is:



My favourite snack is:



My favourite toy is: