

ALDER COPPICE PRIMARY SCHOOL



Achievement through Commitment

Foundation Stage Handbook Nursery



**Headteacher
Mr P Mandelstam**

**Early Years Foundation Stage
Phase Leader
Mrs J Bown**

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Welcome to the Early Years Foundation Stage

Welcome to Alder Coppice Nursery. Did you know that children learn more rapidly during the first five years than at any other time in their lives?

We see this as an exciting and challenging time for both the children and the adults involved with them and aim to provide learning opportunities of the highest quality within a stimulating and caring environment. This pack aims to provide all information you will want to know as carers and parents of children who attend our Nursery.

What is the Early Years Foundation Stage?

- It is a distinct stage and important in its own right.
- The Early Years Foundation Stage begins when a child is born.
- Children can join our Nursery after their 3rd birthday.
- The Early Years Foundation Stage ends at the end of the Reception Year.

There are four main principles of the Early Years Foundation Stage:

- ✓ A Unique Child
- ✓ Positive Relationships
- ✓ Enabling Environments
- ✓ Learning and Development

Each principle has four commitments which explain how the principles can be put into practice. These provide the framework by which we operate.

Essential Information and Routines

Subject to availability and staffing we offer 5 morning or 5 afternoon sessions in Nursery, both following exactly the same routine.

What does a typical session in Nursery look like?

8.30am – 8.50am 12.30pm - 12.45pm	Nursery opens Parents are welcomed into the Nursery to settle their child at an activity before saying their goodbyes
9.00am - 9.20am 1.00pm – 1.20pm	Registration Family group time A short adult led session
9.20am – 11.00am 1.20pm – 3.00pm	Child-initiated free choice time
11.00am – 11.10am 3.00pm – 3.10pm	Tidy time
11.10am – 11.25am 3.10pm – 3.25pm	Family group time
11.30am 3.30pm	Home time

Arrival and Departure times/Information

The Nursery opens at 8.30am and 12.30pm. The first fifteen to twenty minutes is a flexible start where you can bring your child anytime during that slot. We ask that you bring your child into Nursery and settle them at an activity before saying your goodbyes.

At home time we ask that you come into the Nursery and collect your child from their family group area. We will only release your child to a known adult and we have a family password system in place to increase security. If for some reason someone new is collecting your child, please inform a member of Nursery staff.

Key Staff

Nursery is staffed with one Teacher and two Nursery Teaching Assistants. Your child will be allocated a Key Worker and a family group. Your child will work with all members of staff but their key worker will have responsibility for their assessment and will be your main point of contact. Our Early Years Phase Leader, Mrs J Bown, oversees the provision in Nursery and is always available to speak with parents.

Information Board for Parents

In the Nursery cloakroom there is an information board where we display our current timetable, any important information and where we keep you updated on the activities your child is taking part in.

Clothing

There is no set uniform in Nursery – however parents are welcome to send their children in school sweatshirts/polo shirts with a logo on if they wish. Suitable clothes for Nursery children are ones which are practical, safe and easy for the children to manage so that they can:

- use bikes and climbing equipment safely;
- use the toilet independently;
- not worry about getting glue or paint on themselves;
- put shoes on by themselves where possible.

It is also important to send your child in clothes you do not mind them getting wet and dirty as the best learning often involves mess!

It is really helpful if clothing, especially coats, jumpers, cardigans and shoes can be clearly named.

The Role of Parents and Carers

We seek to develop an effective partnership with you as the parents and carers of the children in our setting. A successful partnership needs a two-way flow of information and we will listen to your accounts of your child's development and any concerns you have. We use a variety of ways to keep you informed about the curriculum and your child's progress.

Stay and Play Information

Each Term, after your child has settled, we invite you to join us for a session in Nursery. These sessions are a great way for you to share in your child's learning and get an insight into how they spend their time at Nursery. During these sessions we will feed back to you on your child's progress and share their targets and next steps for learning.

End of Nursery Report

When your child leaves Nursery you will receive a report celebrating your child's achievements during their time with us.

Learning through Play

Well-planned, purposeful play is a key way in which children learn with enjoyment and challenge during the Early Years Foundation Stage. Play provides opportunity for children to come to terms with themselves, their culture and language, other people and the world, and make sense of real life situations. Play provides opportunities for children to practice their developing skills and the role of the adult is crucial in supporting and extending children's play. Play takes place in the classroom, the outdoor area and at home.

Areas of Learning

The Early Years Foundation Stage Curriculum is organised into seven areas of learning:

3 Prime Areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

4 Specific Areas

- Literacy
- Mathematical Development
- Knowledge and Understanding of the World
- Expressive Arts and Design



Personal, Social and Emotional Development is concerned with children's growing awareness of themselves and their relationships with others. It includes the ability to work as a member of a group and to form relationships. It involves valuing oneself and others and developing a sense of responsibility and independence.

Communication and Language is concerned with different ways of communicating. It includes developing the skills of listening and speaking. It involves the desire and confidence to communicate pleasurably and effectively in different situations and for different purposes.

Physical Development is concerned with the physical abilities. It includes developing gross motor and fine manipulative skills, control, co-ordination and spatial awareness. It involves developing positive attitudes towards a healthy and active life.

Literacy is concerned with early reading and writing skills. Children begin to understand that the spoken word can be represented in a written form. Early Phonic teaching helps children to develop their listening skills, distinguish between sounds and develop an understanding of rhyme and alliteration.

Mathematical Development is concerned with an understanding of number, space and shape, measures and pattern. Children engage in number activities and use language associated with number. Children are introduced to the written number and begin to understand that numbers have a value.

Understanding of the World is concerned with finding out about and making sense of the world in which we live. It includes the skills of observing, predicting, exploring and interpreting, and is using tools and materials appropriately. It involves being curious and developing an enquiring attitude. Children explore people's different needs, views, cultures and beliefs. Children explore a range of technology in everyday life.

Creative Arts and Design is concerned with the use of imagination and creative expression. It includes the ability to respond emotionally and intellectually to the world around us. It involves singing songs, making music and dancing.

Assessment and Feedback

We operate an 'Open Door Policy', which means that parents and carers are actively welcomed into the Nursery.

- When children enter Nursery the staff carry out initial observations to see what each child likes to do and how they play and what they can do. This is used to assess any areas of strength, any areas of concern that require support and also helps the teacher to plan suitable activities to support development.
- Parents will receive information on how their child has settled into school and the progress they are making during the Stay & Play opportunities each Term and in their report when leaving Nursery.
- Observations continue on a daily basis to ensure children are making progress, developing their knowledge and skills and to measure attainment.
- A two-way flow of information is extremely important. Staff will request additional meetings with parents if necessary, or informally report back to you at different times across the School year. We would like you to do the same. Please keep us informed of any problems, successes and changes concerning your child's learning and behaviour or circumstances at home.
- During your child's time with us we build up a 'Learning Journey' which is a collection of observations, photographs and pieces of work. These folders are freely available for the children to look at and you as parents can share them at any time. They are a shared folder so parents are actively encouraged to add to these folders. The 'Learning Journeys' build into a fantastic record and if your child moves up to Reception, their Learning Journey will go with them and be added to.

Attendance Matters

Reporting Absences

It is the parents' responsibility to inform Nursery of their child's unexpected absence as soon as possible. Please telephone on the first day of absence. If your child is ill, the School should be notified of the nature of the illness and when your child is expected to be able to return to school. If we do not receive information on the reason for absence, then the absence will be classed as unauthorised in the register and on your child's report.

Please note that if we have not been contacted by you, it is part of our school policy for a member of the Admin Team to contact parents on the first day of absence to enquire about your child's absence, which also ensures that your child is safe and has not set out to School and failed to arrive. If we are unable to contact you to verify the whereabouts of your child we may contact Social Services.

Lateness

It is the responsibility of parents to ensure that children arrive at Nursery on time. Any child arriving after the Nursery's official starting time will be classified on the register as late. If your child is persistently late then you may be asked to attend a meeting with Assistant Headteacher, Mrs Bown.

Term Time Holidays

Although Nursery attendance is not statutory, as a school we hold strong values regarding attendance and punctuality. There is no automatic right or entitlement for parents to take children out of Nursery during term time. It must be emphasised that holidays taken in Term time can be disruptive to a child's education. Children are put at a disadvantage by missing days/weeks of what is a carefully structured programme of work. The key message is that good consistent attendance at Nursery is crucial to giving a child the best chance of success and in fulfilling their true potential, especially in the crucial Nursery times.

Any holiday/occasional day absences will not be granted unless parents can show that there are **exceptional circumstances** as to why the holiday cannot be taken during the 14 weeks of school holidays. All requests to remove a child from learning will be sent to Mrs Randall, Assistant Headteacher, who will decide whether there are exceptional circumstances. Requests should be received by School 14 days before the event, and a written notification will be sent to you from school notifying you of the outcome of the request. The School Attendance Policy provides you with greater detail. Copies of the Policy are available in the Main Entrance and on the School Website or you may contact Mrs Randall directly.

You have accepted a place at Alder Coppice Nursery and therefore we ask that you respect our strong values regarding attendance and punctuality, ensuring that your child attends Nursery every day on time, unless they are ill or there are exceptional circumstances.

Medical Information

For the safety of the children we try to minimise the number of medicines in School. We, therefore, do not usually administer medicines in School. Children taking medicines three times a day should have it before and after Nursery. Any child requiring more than that dosage should be kept at home or a parent may make arrangements with the Admin Team to come into School and administer the required dosage themselves.

Please do not send any medication into school directly with your child – this could pose a health risk to your child and a safety risk to others. Should it be necessary for any medicines or tablets to be kept in School, they will be stored safely by the Admin Team and will usually be administered by one of the support staff.

If your child suffers from asthma and requires an inhaler while at Nursery, you must inform us of your child's condition and the required treatment. Children should keep one inhaler with them at all times, as advised by the Asthma Association. This does not pose a risk to any other child. A spare inhaler should be given in to be kept in the Admin Office.

If you have any queries concerning medicines in school, please contact Mrs Bown.

Accidents or Illness in School

It is essential that we have correct and up-to-date details of where to contact parents so if your contact numbers/address change, please let us know straight away.

Members of the teaching and support staff are trained in First Aid and will deal with accidents as far as they are permitted. Parents will be contacted should more serious incidents occur or if a child is unwell.

Should your child appear to be in need of treatment we always try to contact parents first, but in an emergency we would take the child to the appropriate health centre.



Important Information

Make-Up & Jewellery

*Children are not allowed to wear make-up or nail varnish in Nursery. If children do have nail varnish on for a holiday or special event, it should be removed before they return to Nursery.

*For Health and Safety reasons the wearing of all jewellery other than one small ear stud per ear and simple watches is not allowed.

*For Health & Safety reasons all long hair should be tied back and this must be done with small, plain and discreet hair-ties, hairbands or grips, not elaborate designs intended as fashion accessories. Where hair is braided, coloured beads or strings should not be worn. We ask that if children have these done whilst on holiday, that they are removed before they return to Nursery.

*Any parents of children who are required to wear jewellery because it forms part of the customs of their religion should inform Mrs Bown in writing.

*Any form of tattoo is not permitted, other than those that are part of a religious or cultural celebration. If this is the case this must be put in writing to Mrs Bown.

Personal Property

Our Nursery encourages children to look after their own and other people's property.

Please help us by clearly marking each item of clothing with the child's name. In Nursery we keep a Lost Property Container which both pupils and parents can look through on request.

Children should not bring any toys or games to Nursery unless specifically requested by their Key Worker, as items could be lost or damaged and may cause a distraction. Similarly, items of a personal or financial value should be left at home.

Should it be necessary for any child to bring money or valuables to Nursery they should always be handed in straight away to the teacher for safe-keeping.

Please note that the School cannot accept responsibility for loss of, or damage to, any such items.

Any appeals regarding Uniform/Dress Code will be referred to the Governing Board whose determination will be final.

Safeguarding and Child Protection

At our school we recognise the shared responsibility we have for keeping your child safe and for their well-being. We wish to work in partnership with you and discuss any concerns that you or we may have. If you are having any problems at home and/or need some extra help/support or a “listening ear” please let us know and we can try and help before things get too difficult. Keeping children safe is our number one priority.

There may also be rare occasions when we have genuine concerns for your child which means that we have to consult other agencies. We will endeavour, wherever appropriate, to contact you in the first instance and share our concerns and where possible, seek your consent for a referral being made to Children’s Social Services. However, this will only be done where we believe that such discussion will not place your child at further or increased risk of significant harm. The welfare of the child will be paramount and will override any other considerations where we consider that to be the case. In cases where the School has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, staff have no alternative but to follow the Local Authority Child Protection Procedures and inform Children’s Social Services of their concern.

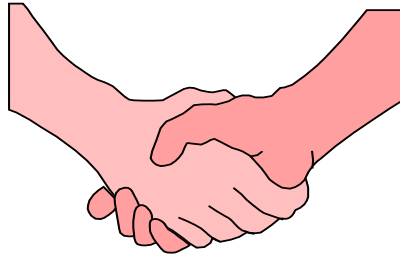
**The School has two Designated Leads for Safeguarding who are always available.
These are Mrs J Randall and Mrs J Bown**



Alder Coppice Primary School is committed to safeguarding and promoting the welfare of our children.



We do hope that you find this information useful and that your child will be very happy at Alder Coppice Nursery.



This Handbook contains information which is accurate at the time of publication (June 2019)

It should not be assumed that there will be no changes made before the start of, or during, the next academic year or in subsequent years.

ALDER COPPICE PRIMARY SCHOOL

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