



## Nursery Information Booklet



Croft CE Primary School  
South Parade  
Croft on Tees  
Darlington  
DL2 2SP

**Tel: 01325 720528**

**E mail: [admin@croft.n-yorks.sch.uk](mailto:admin@croft.n-yorks.sch.uk)**

[www.croftprimaryschool.org](http://www.croftprimaryschool.org)

This booklet is available in alternative formats upon request.

**May 2015**

## Contents

Mission Statement and Aims

School Staff

Admissions Policy

Induction

Partnership with Parents/Carers

Equal Opportunities Policy

Health and Safety Policy

Child Protection

Opening Times

Parent Contracts

Prices

Payments Procedure

Meals and Snacks

Collection of Children

Illness

Medicines

Premises

Security

What will my child need?

What will my child be doing throughout the day?

How can I help my child?

Parent liaison

Finally

Welcome to Croft Early Years. We hope this booklet tells you all you need to know about the setting. However, if you have any queries at all please do not hesitate to contact us.

### **Mission Statement and Aims**

**This statement outlines the services that children, parents/carers and the community can expect from our setting, and the values that inform our work:**

At Croft C.E. Primary School we aim to realise “Achievement for Everyone” by fostering a caring and co-operative attitude within our inclusive school community. We endeavour to promote a Christian ethos throughout the school. We show a commitment to caring for ourselves, for others, across cultures, distances and generations. We develop a respect for the environment.

Our aims are to:-

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.

**Our school is committed to meeting the needs of parents and carers by:**

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child’s achievements, experiences, progress and friendships, along with any difficulties that may arise.

### **Early Years Staff**

**Headteacher:** Mr Simon Robson

**Class Teacher:**

Mrs Julie Prudhoe

**Teaching Assistants: (Level 3 qualified):**

Mrs Jo Little

Mrs Sarah Lakey

Miss Katy Gray

**School Secretary:**

Mrs Sue Dent

## Admissions Policy

An application form for admission into Nursery (Foundation Stage 1) will be issued by school to the parents of all children in the school admissions book in the term before their child is due to start nursery.

Free places will be allocated according to the Local Authority guidance which is:

All governing bodies are required by law to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) or education health and care plan (EHCP) has been issued.

### **First priority**

Children and young people in Public Care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This applies to all looked-after children, including those who are in the care of another local authority. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

### **Second priority**

Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer. We will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.

### **Third priority**

Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development. This should be supported by the recommendation of a doctor, social worker or other appropriate professional.

### **Fourth priority**

Children within the normal area of the school, giving priority to the oldest children first.

### **Fifth priority**

Children from outside the school's normal area, giving priority to those whose home is nearest to school first.

Our maximum admission limit is 13.

*These arrangements may be subject to amendment to accommodate the flexible early years entitlement for three and four year old children.*

***Parents must be aware that attendance at a nursery class attached to a primary school neither guarantees nor gives priority to a place at that school.***

### Induction

All children are unique and the amount of time that a child takes to settle into nursery can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

We strongly encourage parents/carers to visit Early Years with their children before they are due to start. We organise an induction meeting for this and will inform you of the date and time. If you are unable to attend please let us know and we will arrange an alternative time.

### Key Workers

Each child will be allocated a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and to build a relationship with their parents.

### How can I help my child settle in?

You can help your child feel positive about themselves and nursery by:

- talking to your child about what they have been doing during the session (don't be surprised if they say 'nothing' or 'playing'!)
- praising your child's achievements
- taking an active interest in the community life of the school and talking about nursery in a positive way
- contributing to your child's home school learning journey using Orbit (we will show you how to do this) as well as discussing photos and comments from nursery at home

### What if my child is upset?

Some children are nervous and some may cry when coming to nursery and this can be upsetting for both child and parent, but is usually a short-lived phase. If your child does cry don't be worried. Most children calm down quite quickly when they start doing their activities with the other children. If your child is upset or worried about nursery, do not hesitate to see their key worker, teacher or the Headteacher. It is always best to sort out problems or difficulties as soon as possible.

### Partnership with Parents and Carers

We recognise that parents/carers play a fundamental role in a child's development and this should be acknowledged as the basis for a partnership between nursery and parents/carers.

The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. We aim to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with the nursery and by operating an open-door policy.
- Ensuring that parents'/carers' concerns are always listened to whenever they are raised.
- Making all information and records held by the nursery on a child confidential but available to their parents/carers, unless it is subject to investigation by the police or other statutory agencies.
- Ensuring that the school's policies and procedures are made available to parents/carers on request.
- Encouraging parents/carers to comment on the school's policies and procedures and consulting them on a regular basis about the activities that are planned and provided for their children.
- Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provisions of the Complaints Procedure policy.
- Encouraging parents/carers to undertake supportive roles in the nursery, such as volunteering or participating in activities, visits or outings.
- Providing parents/carers with formal and, if necessary, confidential means to comment on the nursery. This will include an annual satisfaction survey.
- Keeping parents/carers up to date with any changes in the operation of the Nursery, such as alterations to the opening times or fee levels by sending out regular newsletters.

### [Equal Opportunities Policy](#)

Croft CE Primary School including Early Years is committed to the principle that all children should be treated equally, valuing them as individuals and enabling them to develop positive attitudes to differences in gender, race, culture, religion, language and abilities.

**A full copy of the school's Equality Scheme is available in school.**



## Health and Safety Policy

The safety of your children in our care is paramount. We aim to ensure this by:

- Carrying out all activities safely by completing risk assessments
- Providing necessary and up to date information on developments in legislation to all staff
- Complying with all legal requirements
- Issuing safety instructions to children where necessary
- Training staff where necessary in areas such as First Aid, Health and Safety
- Making sure that medical facilities are readily available and well stocked
- Having a strict procedure for collection of children at the end of sessions
- Having regular fire drills and keeping fire fighting equipment in good order
- Keeping up to date records on children's health requirements/ allergies.

**A full copy of this policy is available in the school.**

When you bring your child into nursery, please enter by the footpath entrance at all times. Please drive with great care along South Parade and park with consideration. Parents' cars are not permitted in the staff car park for safety reasons. If someone other than the named carer(s) is collecting your child please inform a member of staff. If a child goes missing we will follow the procedures in our Missing Children Policy. A copy of this is on the school website and the parents' noticeboard in Early Years.

## Child Protection

We are committed to ensuring the welfare and safety of all children in school and follow the North Yorkshire Safeguarding Children Board procedures. The designated person responsible for child protection is Simon Robson.

**A full copy of this policy is available in School.**

## Opening Times

Morning Session 9.00 – 12.00noon

Lunch Club 12.00 – 12.30pm (Tuesday and Thursdays)

Afternoon Session 12.30 – 3.30pm

Sessions are available every morning and on Tuesday and Thursday afternoons.

**Croft Out of School Club is available to care for children before and after school and during school holidays.**

## Parent Contracts

Following the allocation of places parents will be issued with a parent contract which they will be asked to sign. Amendments to this will only be considered at the end of each term.

## Prices

Children are entitled to 5 free 3 hour sessions per week term time. Children become eligible for this in the term following their third birthday. Any additional 3 hour sessions required are charged at £12 per session. This is based on the Local Authority rate of funding of £4 per hour. The charge for the lunch club is £2 per day.

## Meals and Snacks

A healthy snack of fruit will be provided in each session. Milk or water will be available at all times. If children stay for lunch club they may have a school dinner at a cost of £2.00. These high quality meals are freshly prepared on site using local ingredients. Lunch menus are on the school website. Alternatively children may bring a packed lunch. As we encourage healthy eating, we request that no sweets, crisps or fizzy drinks are included. Children will eat their lunch in Early Years or the school dining hall depending on numbers and will be supervised by two level 3 qualified staff.

If your child has an allergy or intolerance to a particular food, please state this on the Registration Form.

## Payments Procedure

Payments for lunch club or additional sessions must be made at the beginning of term. You will be issued with an invoice. Remissions will only be made in exceptional circumstances.

## Collection of Children

Children will only be released to those authorised for collection on the Registration Form. If for any reason someone different is collecting your child, please inform a member of staff. No child will be allowed to leave the premises without confirmation from the parent. If a parent/ carer fails to collect their child we will follow the procedures detailed in our Uncollected Children Policy. A copy of this is on the school website and the parents' noticeboard in Early Years.

## Illness

If your child is poorly and not attending nursery could you please inform us as soon as possible. If the illness is an infectious disease we would ask that you keep your child away from school until your G.P. has given the all clear.

If your child becomes ill during the day we will contact you to let you know and will care for him/her as best we can, until you come to collect them.

It is very important that we have up to date emergency contact details and any relevant medical information for your child.

## Medicines

Although the responsibility for administering medicines lies with parents, we understand the difficulties this can cause when a child is in nursery.

School staff will administer prescribed medicine only, provided that an 'Authorisation of Medication' pro-forma (available from the school office) is completed and signed. The medication must be clearly labelled and brought into school and collected by an adult. Over the counter medication cannot be administered in school.

We would ask you to share with us whatever information you have that is pertinent to the health of your child.

It is essential that you inform us of any conditions or allergies that your child may suffer from and the appropriate course of action should a problem occur.

## Premises

Our Early Years classroom was completed in May 2010. This comprises a large indoor activity area and a small quiet room for focussed learning activities. It has a staffroom with cooking facilities, a cloakroom and toilets. It has its own extensive outdoor play area which is fenced for security.

The main entrance to the school is fully ramped to accommodate wheel chairs and there is a disabled toilet and a hygiene room in the main school building.



## Security

Whilst the children are in the building the external doors remain locked. If you require access other than at the start or end of the session there is a door access system on the main school door. Parents should press the buzzer and wait for a reply.

## What will my child need?

As children will be very active, playing inside and outside throughout the day it is not practical to wear school uniform. We would recommend that your child wears jogging bottoms or leggings, a T shirt and a sweatshirt. In warm weather they should wear shorts. Practical footwear is essential (no laces please). As children are likely to get muddy please do not send them in special clothes. We stock T shirts and fleeces in school but it is not necessary to purchase or wear uniform unless you wish to do so. Please send in a named bag containing a spare set of clothes, underwear and socks (in case of toilet accidents or spillages). We would be grateful if you would provide a pair of named wellington boots and a waterproof coat and trousers for your child which can be left in school.

School uniform of black tracksuit bottoms, royal blue sweatshirt and white polo shirt should be worn in Reception. Proper school uniform should be worn when children start in Year 1. Uniform is available in school but can be purchased elsewhere.

**Please name all items of clothing, shoes and bags. This will enable us to return lost property promptly.**

We would welcome any donations of clean materials for model making etc. These include cardboard boxes, yoghurt pots, wool, string, ribbons, kitchen roll tubes, jar tops, paper, card and old birthday cards etc. Please do not send in anything which is contaminated with food, toilet roll holders, egg boxes or medicine containers as these may pose a health risk.

A voluntary contribution of £3 per term to pay for food activities, baking ingredients and messy play eg play dough, gloop etc. would be gratefully received.



## Early Years Foundation Stage (EYFS)

In September 2008 the Early Years Foundation Stage was introduced for children under the age of 5. This was updated in September 2012. The EYFS enables early years' providers to reflect the rich and personalised experience that many parents give their children at home. All of our activities must link to the EYFS framework and complement those provided in other settings. The EYFS sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good progress through school and life.

The EYFS seeks to provide:

- Quality and consistency in all early years settings, so that every child makes good progress and no child gets left behind
- A secure foundation through development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly;
- Partnership working between practitioners and with parents and/or carers
- Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Overarching principles

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
- Children learn to be strong and independent through positive relationships;
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers; and
- Children develop and learn in different ways and at different rates.

### **Assessment arrangements for EYFS**

Ongoing assessment is an integral part of the EYFS learning and development process. This is used to make informed decisions about a child's progress and to plan the next steps to meet their needs. The EYFS profile is an assessment of children's attainment at the end of the Foundation Stage and will be completed by the class teacher at the end of Reception year. The level that children should be expected to have attained by the end of the EYFS is defined by the early learning goals set out in the EYFS framework.



**What will my child be doing during the day?**

Please enter the playground at the front of school using the pedestrian entrance and follow the path to the front door of Early Years. In winter, if the playground is icy, please use the gritted path in front of the playground wall. Doors are open from 8.50am and a member of staff will be waiting to greet you and support the children in hanging up their coats and self-registering in the cloakroom area. The children will then go straight to an activity in the quiet room. We understand that children may take a little time to settle into a routine but we like to encourage their independence as soon as possible.

If your child is arriving for an afternoon session the door will be open from 12.30pm. At the end of the session parents can collect their children from 11.50am (morning session) or 3.20pm (afternoon session). At the end of the morning session parents and children leave by the main front door. At the end of the afternoon session parents and children leave by the back door.

Nursery and Reception children play and learn together but at times the groups will be separated by developmental stage for maths, literacy or phonics activities.

Your child will be doing a wide range of activities during the day based around the 7 areas of learning and development and the educational programmes in Early Years Foundation Stage. The three **prime** areas are;

- Communication and Language
- Physical Development
- Personal, social and emotional development

Providers must also support children in four **specific** areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy;
- Mathematics;
- Understanding the world
- Expressive arts and design.

Some of these activities will be new to the children but many will be familiar, developing and building on their own experiences. This will develop their confidence about nursery. Further information about the EYFS can be found on the DfE website [www.foundationyears.org.uk](http://www.foundationyears.org.uk).



## How can I help my child with literacy?

Share books and comics together – read the stories and talk about the pictures. Join your local library.

Listen to story tapes.

Share nursery rhymes, finger games and action songs.

Play games such as lotto, snap, I spy and do jigsaws.

Have an alphabet frieze or poster up somewhere at home.

Have magnetic letters for making words on your fridge.

When out and about point out signs, labels etc.



## How can I help my child with writing?

Look at all sorts of writing such as in books, on signs and packets and let your child see you writing notes/lists etc.

Encourage your child to draw and play at 'pretend' writing using pencils, crayons, chalks, felt tips and paint. If your child 'writes' something ask him/her to tell you what it says. Show your child how to hold a pencil correctly, but let him/her decide which hand he/she is going to use to write with.

Let your child practise his/her name with a capital letter at the beginning and then small letters. (The enclosed sheet shows how to form the lower case letters and numerals 0 to 9 correctly).



### [How can I help my child with maths?](#)

Sort objects, such as buttons and Smarties by size or shape or colour.

Count everything! Stairs, things on the washing line, toys etc.

Read numbers everywhere! House doors, car registrations, clock face etc.

Sing number rhymes and songs e.g. '1,2,3,4,5, Once I caught a fish alive', 'Ten green bottles'.

Play simple games with numbers in them, such as counting games, dice games, dominoes etc.  
When out and about, look for shapes and patterns and for things that are big, small, tall, short etc.



### [Parental Liaison](#)

Your child's learning journey will be built up in the form of photographs and observations on Orbit and will ultimately be used to complete the EYFS Profile at the end of their Reception year alongside other methods of recording information that the staff use in school. Orbit is an online tool that is only accessible by Early Years staff and parents. It is password protected. Parents can access this via a laptop or ipad and add photographs using the postcards to send in 'wow' moments from home.

Informal open sessions will be held for the parents/ carers of Nursery children. This will provide the opportunity to join in with activities and share in children's achievements.

There will be two parents' evenings, one in the Autumn term and one in the Spring term to inform you of how your child has settled and to discuss your child's progress and achievements.

Each child is allocated a tray in the cloakroom area. Letters, newsletters and other items to take home will be placed in their tray. Please check it everyday.



### Finally

Young children learn most through playing, and when they are interested in what they are doing. Don't feel you have to do lots of 'educational' activities with your child; just have lots of fun with them and most of all talk with and listen to them.

If you would like to know more about Early Years routines, or more ideas or advice on helping your child, please do not hesitate to contact your child's teacher or the Headteacher.

Please ask for a copy of the school prospectus, if you haven't already got one. This gives detailed information about the school, its staff, governors and organisation. It also summarises school policies and gives information about the curriculum. This information is also on the school website: [www.croftprimaryschool.org](http://www.croftprimaryschool.org)

School newsletters providing information and diary dates are sent out each week.

We look forward to working in partnership with you to provide the best education for your child. This booklet is available in alternative formats if required.