



**CROWLANDS PRIMARY SCHOOL
NURSERY PROSPECTUS
2017 - 2018**



Crowlands Primary School
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Head Teacher - Mrs H McClenaghan



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Dear Parents/Carers,

The governors, staff and pupils are rightly proud of Crowlands Primary School and are happy to welcome you and your child to join our community.

Our highly skilled and committed Nursery team work hard to ensure that your child has the best possible experience of Nursery. Your child will have opportunities to build on their current skills through carefully planned play-based activities that are fun and encourage your child to become an independent and active learner.

This is an important step in your child's life. We look forward to helping them make that step very soon.

Yours sincerely,

Mrs Hayley McClenaghan
Headteacher

Admissions

Children may register for the nursery from the age of two years. Please call in at the school office to enter your child's details. Children are admitted to nursery in the school year, in which they are four.

Children attend either the morning or afternoon nursery class, for five sessions per week. We admit up to 45 children per session.

From September 2017 we may be able to offer 30 hours free childcare. Please speak to a member of the school office for further information.

The criteria for accepting children into the Nursery are as follows:

- Children who live in the catchment area
- Children whose brothers and sisters are already in the school
- Children who live outside the catchment area

A number of these places are available for children identified as having Special Educational Needs.

Parents are very welcome to visit the nursery prior to applying for a place. Please telephone the school to make an appointment.

Information regarding the admissions criteria is available from the school office. Parents of children who are offered a place in the nursery or at the school will be invited to a meeting with the Headteacher and staff to find out more about the school policies and procedures.

Please note that admission to the Nursery does not automatically guarantee your child a reception class place at Crowlands.

Principles and Values

- To work in partnership with parents to support each individual child to ensure no child is disadvantaged or excluded.
- To provide a rich and stimulating learning environment both inside and out.
- To provide a carefully structured curriculum with well-planned activities.
- To observe children and respond appropriately to help them make progress and prepare them for the next stage of their learning.
- We are committed to creating a partnership between home and school in order to inspire our children to develop a life-long love of learning.
- We care for our children on an individual basis and realise that coming to nursery is a big step towards independence.

Parents in Partnership

It is the practice at Crowlands for staff to offer an opportunity to speak to parents before children are admitted to the Nursery so that children can meet the adults who will be looking after them.

We look forward to the opportunity of meeting parents and children, sharing information and making arrangements to enable a happy and successful start to your child's school life.

We recognise and value the role parents have as their child's first educator. We know that by working together we can best support and encourage a child's development and learning.

During this time we will tell you on what date your child will be admitted to the nursery class.

Visiting the Nursery Class

We will invite you and your child to visit us in the Nursery before the day of admission. You will be able to meet the rest of the Nursery Team, other children and their parents, and find out more about the Nursery routine and some of the activities your child will enjoy.

Starting Nursery

In order to give your child the best possible start to their education, we stagger the intake into the Nursery. Children respond in different ways to new situations and we will work closely with you to help your child to settle happily.

Nursery Times



The morning session is 8.30am-11.30am.

The afternoon session is 12.30pm-3.30pm.

Please bring your child on time so they may enjoy the full range of nursery experiences and collect promptly at the end of the session.

Please note, no child will be allowed to leave the nursery with an unauthorised adult. Please remember to inform staff if there is a change to the usual collecting arrangements. We will issue each child with an individual password, which will be used as an additional security safeguard when changes are made.

Medicine in the Nursery

We are not permitted to administer medicine unless prescribed by a GP. If your child uses an asthma pump please complete a card, which indicates the appropriate medication. Children will always be supervised when taking any medications.

Child Protection



Staff have a responsibility to promote the welfare of the children in their care. The Local Authority also requires that staff safeguard the welfare of children by referring any serious concerns they might have about any child to the Headteacher who is the nominated Child Protection Officer.

We ask you to keep the Nursery informed of any unusual or serious injuries, which your child has suffered, and of any circumstances at home which might cause a change in your child's behaviour at Nursery. This information will enable staff to monitor the welfare of your child and offer support if required.

Staff may, on occasions, wish to speak with you to discuss and clarify the cause of a particular injury, to seek a reason for a sudden change in your child's behaviour, or raise other concerns they may have.

In those instances where staff have serious concerns about the welfare of a child then the Nursery is under a duty of care to make a referral to staff at the Havering CYPS.

Safety and Security



The Governors are committed to the highest possible standards of safety and security for all school site users. Regular 'Health & Safety' Inspections are undertaken and there is a strict security system in place for access to the school premises. The nursery gate is locked as soon as possible and the children closely supervised at all times.

Jewellery & Earrings

Any jewellery or Earrings are not permitted.

School Uniform

Our Nursery Uniform is as follows:

Spring, Summer and Autumn Term	
Girls uniform	Boys uniform
Navy blue jogging bottoms	Navy blue jogging bottoms
Navy blue jumper, sweatshirt or cardigan with school logo preferred	Navy blue jumper, sweatshirt or cardigan with school logo preferred
White polo shirt with school logo preferred	White polo shirt with school logo preferred
Plain grey skirt	Plain grey trousers
Grey tights	Grey / White socks
White socks	Hat/Cap
Hat/Cap	
Summer term only (optional)	Summer term only (optional)
Navy blue / white checked dress	Plain grey shorts

We encourage Nursery children to wear clothes that are easily managed, such as jogging bottoms and polo shirts. Children in the Nursery should wear sensible shoes or trainers, black in colour, that have easy fastenings such as Velcro. No shoe laces please.

Most uniform can be bought from High Street shops. Navy blue sweatshirts, cardigans and white polo shirts with the school logo are available to order from the office or Nursery.

In case your child needs to be changed, we ask that you provide a spare set of clothes kept in a drawstring bag on their coat peg. We also ask parents to provide a suitable book bag for the children to transport their library books to and from home. These items are available to buy from the main school office.

We ask that each child brings a pair of wellington boots which remain in school for the year. This allows your child access to the sandpit regardless of the weather.

Please mark all of your child's clothes including coats, hats, gloves, etc clearly with their name and remember to do this each time you have to wash and/or replace any of these items as this helps considerably when sorting out lost property.

Snack Time



We take part in the Government's Fresh Fruit Scheme and each child is provided with a healthy snack of fruit during the nursery session. The children are always provided with a variety of fruits to choose from. Every child in the UK is entitled to FREE school Milk until their fifth birthday. To enable your child to receive this you must register your child with Cool Milk. You will find details of how to do this in your pack. Water is also provided. We do ask that you make a voluntary donation of £5.00 per annum toward the cost of ingredients used for cooking sessions.

Please inform us if your child is allergic to any food or drink or is not allowed (e.g. for religious reasons) to eat certain foods.

Developing Positive Behaviour

At Crowlands, we want children to learn to care for themselves, for other people and the environment. We believe everyone should be treated with respect, courtesy and consideration. We ensure that all adults provide good role models for behaviour in their interactions with children and other adults.

We aim to create a happy atmosphere where children and adults enjoy working together. We encourage the children to be kind, to respect the feelings and needs of others and to discuss any difficulties. We always praise and acknowledge good behaviour.

We ask children to follow these basic guidelines

- Be friendly and helpful.
- Listen to others.
- Keep your hands and feet to yourselves- kind hands and feet.
- Walk not run.
- Carpet time is listening time.

We regularly remind the children of our expectations for good behaviour but recognise that children are at different stages of development and will therefore need differing levels of support.

We always discuss concerns about a child's behaviour with parents and work together to make plans for the future.

The Foundation Stage



The Early Years Foundation Stage (EYFS) is the framework, which is used to give every child the best possible start in life.

The Foundation Stage covers the years that children spend from the beginning of Nursery or Pre-school aged 3 to the end of Reception Class in Primary School aged 5. A strong emphasis is placed on children learning through high quality play.

As they develop their skills with speaking and listening, singing and dancing, building and investigating, stories and counting, they will be preparing for the next stage of their learning in Year 1.

Early Learning Goals



The Early Learning goals set out what children are working towards during the Foundation Stage. They help people who work with children aged 3-5 to focus on what children need to learn. They are not a curriculum with lots of different subjects but encompass broad areas of learning, which are closely linked. The areas are set out below:

- **Personal, Social and Emotional Development**

Your child will be encouraged to be self-confident and independent so that they may follow their own interests. They will be supported to build relationships with others and to play co-operatively. They will be encouraged to talk about and manage their own feelings and behaviour and follow group guidelines and rules.

- **Communication and Language**

Your child will be encouraged to develop their listening and attention skills in a variety of situations and to show their understanding in their responses to ideas, instructions and questions. They will be encouraged to express themselves clearly, build their vocabularies and ask questions.

- **Physical Development**

Your child will be encouraged to move confidently and develop control and co-ordination in large and small movements. This will include handling equipment and tools, including pencils for writing.

Your child will be encouraged to know the importance of good health, of exercise and a healthy diet. They will learn to manage their own basic hygiene and personal needs.

- **Mathematics**

Your child will develop an understanding of maths through stories, songs, games and imaginative play. They will become comfortable with using numbers and understand ideas such as 'heavier than' or 'bigger'. They will explore shapes and space and develop a mathematical vocabulary.

- **Literacy**

Your child will be encouraged to develop a love of stories and enjoy participating in stories, songs, rhymes and rhythmic activities. They will be encouraged to begin to hear and say the sounds in words and to begin to develop early reading and writing skills.

- **Understanding of the World**

Your child will explore and find out about the world around them. They will explore different aspects including People and Communities, The World and everyday technology.

- **Expressive Arts and Design**

Your child will explore a variety of different media including songs, music and dance. They will also use and explore a variety of materials, tools and techniques - experimenting with colour, texture and form.

They will be encouraged to use their imaginations and represent their ideas through pretend play, stories, art, music, dance and design and technology.

What can you do to help your child?



Ask your child, what they have played with at Nursery and value the work they bring home. Praise their efforts to learn new skills and encourage them to ask questions and to listen to others.

Reading to your child and singing nursery rhymes is particularly helpful. Encourage your child to join in and feel like a reader.

Rhyming stories are lots of fun and support early reading skills.

Attendance

Regular attendance in the nursery is very important if your child is to settle well, make friends and make the most of the learning opportunities on offer. It also helps establish good work habits for the rest of your child's school career and beyond.

If your child is unavoidably absent, please telephone the school office and also send a letter on their return giving us the reason for their absence. It is important that we have an up to date contact telephone number for all parents at home and at work. The school does not encourage parents to take holidays during term time.

Any child who has been sick or is suffering from diarrhoea must be kept at home until 48 hours have passed, since the last bout of illness.

If your child is unwell or has an accident in school, you will be notified. All Nursery Nurses hold a current first aid certificate.

School Records



During your child's time in the Nursery we compile a profile or 'Learning Journey' to show your child's development and progress, which staff will share with you on a regular basis. We currently use the 2Simple programme. Your comments and observations are also included and together we plan your child's next steps toward achieving the Early Learning Goals.

We are always willing to discuss your child's wellbeing and progress with you at any time and we actively encourage you to be involved in sharing your child's achievements with us.

Special Educational Needs

At Crowlands nursery we plan experiences and activities to meet each child's individual learning needs. Children with special educational needs will be identified at the earliest possible opportunity and supported by the Nursery team. Our Learning Support Manager is there to give additional support to children and staff and to co-ordinate advice from other professionals including the LEA special needs team and educational psychologist.

Our special needs policy reflects the changes recommended by the Special Educational Needs code of Practice 2015. A Special Needs Governor is appointed to monitor the work of the school in implementing this policy and maintaining the necessary records.

Equal Opportunities

We seek to ensure that all children have full access to the curriculum regardless of race, religion or gender.

Race relations

The Race Relations (Amendment) Act 2000 places a duty on all schools to:

- promote racial equality
- promote good race relations between people from different racial groups.
- eliminate unlawful racial discrimination.

Our school fully supports these statements.

Complaints

If you wish to raise an issue or make a complaint about any matter please discuss this with the Nursery Teacher. You may also arrange to speak to the EYFS Phase Leader, Assistant Head, Deputy Head or Headteacher. In the rare instances when a matter cannot be resolved informally; the next step is for it to be considered by the Governing Body.

A copy of the complaints procedure is available in the school office.

Parental Involvement

In the nursery we are keen to build links between home and school and we know that by working together we can best support children's learning. We encourage you to take an active part in your child's education and to keep us informed of your child's interests, developments and progress at home.

You will have the opportunity each term to come in and play alongside your child through our 'Stay and Learn' sessions.

Every child has a member of staff assigned to them as their 'key person' and we hope that children and their parents will build a close relationship with that person. Parents are welcome to speak informally to staff at the end of each session. We are always willing to answer questions and talk to you about your child's development. If you would like to speak in more detail to a member of staff, please let us know and we will arrange a time to meet with you.

All parents are given the opportunity before the end of each term to speak to a member of the Nursery team individually about their child's progress.

There is an active Parent/Teacher Association in the school. Social, fund-raising and educational events are organised regularly. Each family automatically becomes a member of the PTA. Further information can be obtained from the main school office.

Helping in the Nursery

If you are interested in becoming a parent volunteer in the nursery, please speak to a member of the nursery team. It is school policy that all our volunteers undergo a DBS check.

Car Parking

We do not have facilities for parents' car parking when taking children to and from the nursery. In the interest of the children's safety please park in the side roads and not outside the school. Please park with consideration and not on the zig zag lines on London Road. We appreciate your co-operation.

Toys

Please do not send your child to Nursery with toys, sweets or money from home. Items from home can get lost or broken.

Please speak to the Nursery team if your child needs a toy for comfort

What does my child do at Nursery?

Play underpins all development and learning for young children. The indoor and outdoor environments in the nursery are carefully planned to ensure that children have access to a wide range of stimulating play based experiences. The session is organised so children may enjoy periods of uninterrupted play and learning.

Staff are always available to support and extend the learning through careful observation, support and intervention. In addition, staff led focused activities to encourage particular aspects of learning. These are based on our observation of children's needs, abilities and developmental stage. Children also enjoy daily group story and rhyme sessions.

Reception Class

The Nursery works very closely with the Reception classes so that children move easily from one year to the next. All our Foundation Stage staff are involved in the transition process and help children to settle into the routine of their new class. If your child is transferring to another school for Reception, we will do our best to support them and ensure that all the relevant documentation regarding your child's learning is passed on to the new school.

Library



Every week, the children are given the opportunity to choose a book to take home. Please share these books with your child. Encouraging a love of books and stories will be an enormous help to your child's future learning. We would appreciate it if you would provide a book bag for children to carry their book in.

We hope you have found this information helpful and that it has given you an idea about what happens in the Nursery Class. Please talk to a member of staff if you would like to discuss any aspects of our Nursery provision.