

WELCOME TO MEADOWS NURSERY 'DUCKLINGS'



Information for Parents and Carers 2020 - 2021

Meadows First School, Stourbridge Road, Bromsgrove B61 0AH

Telephone: 01527 872508

Website: www.meadowsfirst.co.uk

Email: office@meadows.worcs.sch.uk

General Information

Clothing

Your child will need to bring the following **NAMED** items to Nursery:

Green sweatshirt,
white polo shirt,
pull up trousers or skirt
velcro fastening shoes
Wellies and waterproofs.
Spare change of clothes in a bag

Toileting

Please ensure that your child is aware that he/she may use the toilet at any time.

We hope your child will **be fully toilet trained** before they start Nursery, however if you require any additional support then this will be discussed during family contribution and we will support as required

We do go out in all weathers! Wellingtons waterproofs and a coat are essential!



Please ensure **ALL** clothing and shoes are **clearly labelled** with your child's name

We ask that children do not bring toys from home as they may get lost or broken.

Punctuality

It is greatly appreciated if the children arrive and are collected from Nursery promptly. If you know you are going to be late, please contact the school immediately as a charge may be applied if you are late to collect. (£2.50)

Illness

If your child is ill and will not be attending Nursery, please contact the school office absence line – **01527 872508** option 2 and give a reason for the absence. If your child displays any symptoms of sickness, the school policy is that they **do not** attend Nursery for **48 hours**.

General Information

Parental Partnership

Parents and Carers are valuable members of our Nursery team. You know your children better than anyone; you can tell us what they like or dislike, it is important to involve you in your child's Nursery experience. Working together we can build upon and develop your child's existing knowledge and strengths. During your settling in sessions a staff member will discuss any needs your child may have

Stay and Play sessions

These sessions are your opportunity to see our Nursery routine and join in with the fun to see how you can support learning at home.

Collection

Please ensure we have written details of people who can collect your child from Nursery and that they are aware of your password.

Newsletters

You will receive nursery newsletters monthly, informing you of topics, current learning objectives and upcoming events.



Friends of Meadows

Friends of Meadows are parents that volunteer to help with fundraising events for the school. If you would like to be a part of this then please see the 'Friends' notice board by the Early years doors or contact the school office.

Parent/ Staff meetings

We encourage you to chat with our staff if you have any concerns or wish to discuss your child's progress. We also have a parent consultation in spring and summer and a written report in the summer term .

Contacts

Please keep us up to date with current email and phone numbers of people we can contact during the Nursery hours.



Welcome to Meadows Nursery

We aim to make this stage of your child's education a very happy and enjoyable experience.

This booklet provides information about our class, its aims, curriculum and activities. We hope it will be helpful and that it answers any questions that you may have about your child beginning their learning journey at Meadows First School Nursery.



The importance of Nursery Education

Early year's education is vital for children, giving them opportunities to extend their levels of social, emotional, physical and intellectual development.

We provide a friendly and secure environment in which all of the children can acquire and develop essential skills, concepts, attitudes and knowledge that allows them to become independent, inquisitive and caring members of society.

Happy, healthy and ready to learn

During their time in Nursery, the children experience a wide range of exciting and varied play based activities from the EYFS (Early Years Foundation Stage) curriculum. From making friends and relationships, becoming lively communicators, to success in school and later life - this is an important time for you and your child and there are lots of people on hand to help you and your family flourish.

The children within Nursery have the time, space and resources needed for investigation, exploration and socialisation. The children are encouraged to enjoy self-chosen challenges adapting and modifying their experiences as they learn through their first hand experiences.

We provide time for the children to talk, share their experiences and build relationships with the adults and other children. We monitor children's learning and reflect upon our teaching and activities, to ensure that each child accesses a broad and balanced range of experiences, closely linking with school life at Meadows First School.

We offer equal opportunities for all children and value them all as individuals. All children are supported by staff, according to their individual needs and abilities.

Who is the Nursery Class for?

The Nursery Class is a 26 place Nursery for children aged between three years and statutory school age. At Meadows we currently take children the September after their third birthday.

The Nursery Staff

The Nursery - 'Ducklings' class is staffed with 2 qualified Teachers; Mrs Fisher and Miss Bailey and Teaching Assistants; Mrs Constantine and Mrs Glover. These are your child's key workers. We may, on occasion have childcare or teaching students who work in Nursery as part of their training. We also welcome parent volunteers, once an enhanced DBS check has been completed (please see the office staff if you are keen to help!).

Session Times:

Nursery runs from **9.00am until 3.00pm** - 6 hours every day.

Sessions are split into morning and afternoon sessions

Mornings 9am - 12

Afternoons 12 - 3pm

Please note that lunchtime is only for children staying all day or arriving for the afternoon session.

We do offer extended morning (8.30am to 9am) or afternoon sessions (3pm to 3.30pm) as a chargeable extra at £2.50 each session.

If your child is only entitled to 15 hours funding, we would encourage you to choose either **every** morning or **every** afternoon, as this enables your child to fully experience activities such as P.E, Forest school and assemblies over the week.

Alternatively more flexible hours (such as 2 and a half days etc.) can be selected, but the sessions will start and end at these times to ensure the safety and timetabling of activities.

Meadows First School & Nursery is registered to accept the new 30 hour (extended) entitlement (Please see the DFE guidance at <https://www.childcarechoices.gov.uk> for more details) and if eligible you may take up to an additional 15 hours as well as the initial 15 hours funded by the government.

Please complete the Parent Declaration Form to request hours. Additional sessions will be available at a charge of £13.50 per session.

IMPORTANT NOTICE: We politely remind you that these hours **MUST** stay in place for **at least half a term** as it is not possible for us to make changes mid term and funding may be affected. Written notice of change (using the Parent Declaration Amendment Form) is required **one month** in advance of any changes.

Timetable

Our Nursery sessions operate at 9.00am until 12 noon and/ or 12.00 until 3.00pm (the afternoon session includes a lunch time where you may purchase a dinner or provide your own packed lunch)

- We encourage self-registration. When you arrive at Nursery please encourage your child to put their name on their peg and hang up their coat and put their book bag in the book bag box.
- The children then have some time to settle into the Nursery activities with parental and staff support, as they settle into the routine the children will become more independent in settling into activities.
- Once the children have all arrived and settled in we will come together on the carpet for a 'together time' - This will involve registration and a story/ singing session.
- We then encourage independence and child initiated learning where children play and staff support by modelling and supporting. The children will be able to explore both the indoor and outdoor environments, choosing to engage with a wide variety of activities. There will also be the opportunity to participate in specific adult led activities.
- We will come back to the carpet for a focussed group time, these will be adapted to engage all children at the level appropriate for their learning and development.



- At home time the children will have a story or singing session on the carpet and wait for their name to be called to go home.
- Our weekly timetable will also include Movement/PE activities, Forest School, assembly with Reception classes and a Parent Stay and Play Session.

Meadows Nursery Curriculum

Children develop more rapidly during the first five years of their lives than at any other time. That's why they are called the foundation years - the building blocks for life! At Meadows First School, we follow the EYFS curriculum which describes what children should learn and what levels of development they can be expected to reach at certain ages and stages. For more information on this curriculum please visit www.foundationyears.org.uk.



We choose our topics based on the children's interests and next steps, therefore the children can access each topic, with interest and excitement. We also link closely with the Reception Classes in School to ensure progression and opportunities for personalised provision. We track your child's progress over the Development Matters, or 'Early Outcomes', highlighted within the Foundation Stage Curriculum.

Please talk to your child about their learning - talk and vocabulary development are the best way you can help your child. There are **seven** areas of learning that provide children with the skills, knowledge and understanding they need to develop to ensure maximum achievement in the future. These 7 areas are split into **PRIME** areas and **SPECIFIC** areas. Children must be considered secure at the PRIME areas before the children can fully access the 4 SPECIFIC areas. The 7 Areas of learning are:

PRIME:

Personal, Social and Emotional Development
Communication and Language
Physical Development

SPECIFIC:

Literacy
Mathematics
Understanding the World
Expressive Arts and Design

The Characteristics of Effective Learning are crucial steps for learning and engagement and embed in children's attitudes to learning that will equip them for life. Alongside Meadows Mouse we encourage the 3 Characteristics of Learning, which are:

- Playing & Exploring
- Active Learning
- Creating and Thinking Critically



Progress

As children develop, their progress will be recorded through observations and by taking photographs for their learning journals and on TAPESTRY (an online Learning Journal). Parents are encouraged to contribute to this process and share in the development of the Learning Journal as part of a Parental Partnership.

In order that your child reaches his/her full potential it is essential that we work closely together. It is our philosophy to establish a close liaison between home and the school, and participation in all aspects of your child's education is encouraged and welcomed.

Please feel free to share information about your child, however trivial you may feel this is. We would hope that you keep in close contact with the school during the early weeks to ensure that your child has settled in and is happy.

Meals

A healthy snack is provided each day, so children should not bring in food or drinks unless they have any special dietary requirements. The snack will usually consist of milk or water and fresh fruit/vegetables (please let us know if your child has specific allergies or dietary needs).

Lunchtime will be from 12 noon - 12.30pm and will be part of the afternoon sessions. If your child only attends mornings, they **will not** require a lunch as they will be collected at 12 noon. If your child stays all day, or comes for the afternoon sessions, then they will need to bring a healthy packed lunch* and drink, or they can purchase a hot dinner provided by BAMfm Ltd at a current charge of £2.25 per lunch.

*please DO NOT provide nuts this also includes peanut butter, Nutella spread and some cereal bars or fruit bars in packed lunches as we have children with severe nut allergies in school. We also do not allow sweets or fizzy drinks as we encourage the children to make healthy choices.

Absence / Sickness

If your child will not be coming to nursery for any reason, please let the office know as soon as possible on 01527 872508.

Illness

There are certain illnesses which will mean that your child will have to stay away from nursery until better. It is a parent's responsibility to inform the school immediately if a child has been in contact with any infectious diseases. Parents are asked to exercise discretion as to whether a child is well enough to attend.

A full **48 hours** free of sickness or temperature is recommended before re-attendance at school.



Accident / Injury

Should your child be taken sick or be unfortunate enough to have an accident whilst in school they will be assessed by trained first aid staff who will contact you should the need arise.

In the event of a child receiving a bump to the head, they will be assessed by one of our trained first aiders and if necessary you will be notified immediately. If the head bump appears to be of a minor nature a school "**Head Bump Letter**" will be sent home with your child advising you that there has been a small bump and no obvious injury. School staff will of course continue to monitor your child and contact you if there are any changes in your child's condition.

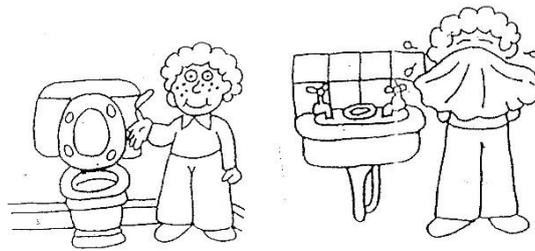
For those children with additional medical needs we are happy to administer life dependant medication in accordance with a care plan. Please call at the school office to discuss requirements.

Administration of Medication for short term illness is discouraged but can be arranged to ensure a phased return to nursery (i.e. antibiotics). Medications must always be handed directly to the school office where signed permission can be assigned and strict controls adhered to for the safe storage and administration of the medication.

Personal Hygiene

It is the policy of the Nursery that we encourage every child to develop a responsibility for, and interest in basic personal hygiene. The children wash their hands after using the toilet, and also before they eat any food in school. The children learn to flush the toilet after use.

For full details of the procedures undertaken across nursery please request a copy of the EYFS Procedure for responding to Illness or Infection our Policy for Supporting Pupils with Medical Conditions and our Medication Policy which are all available from the school office.



Behaviour

The nursery aims for a relaxed and happy atmosphere which is helped by having a number of common sense rules for the benefit of children, parents and the staff.

Along with the rest of the school, we operate a positive behaviour policy, encouraging the children to make the right choices to keep themselves and each other safe.

Children learn to respect and be kind to others as well as to care for equipment and materials. These rules are implemented during the "settling-in" period and are soon grasped by the children. Tidying away and sharing are a big part of the daily routine. Please encourage this at home too.

Clothing and Personal Property

Some activities will be messy and while aprons are available it is recommended that school uniform be worn:

Bottle Green Sweatshirt

White Polo Shirt

Black Jogging Bottoms/ Pull-up School Trousers or Grey Skirt/ Pinafore

Velcro fastening Black Shoes (please NO LACES)

We go outside when possible so wellingtons and coats are essential. Wellington Boots should be **labelled**, clipped together with a named Peg and placed in a plastic bag and kept in school with named waterproofs for all occasions!

All children should be provided with a **labelled** tie bag containing a complete change of clothes in case of accidents, to be kept in school at all times and replaced when used.

We have set up an online ordering system which provides school items at reasonable price to yourself as well as a donation to school funds. This service is available via our school website. Please log in and use the Uniform Easy tab at the top of our site.

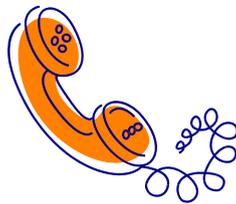
A Reading Folder is useful for letters and for other information and a named water bottle is recommended for the children to use for their daily water.

Please note articles are left at the owner's risk which is why we highly stress that **ALL** Children's clothes should be **labelled** with the child's name so we can return items to the correct child.



Collection

If parents are unable to pick up their child from nursery, they must ensure that proper arrangements are made and that we are provided with a name or names of persons authorised to collect the child/children. Please ensure that anyone collecting knows your child's password. Ideally, this person should be introduced to Nursery staff. We cannot release a child to someone we do not know to be authorised.



If you are likely to be late to collect your child please ensure you contact the school on 01527 872508 to provide warning as **late collection fee will be applied at £2.50** for failure to collect within 10 minutes of the end of sessions.

Complaint Procedures

It is almost inevitable that within the complex interactions of a school that misunderstandings may occur despite the best intentions of all concerned.

If you are unsure of or unhappy with any aspect of the provision for your child please contact the school. Such difficulties are often best dealt with close at hand - the Nursery teacher is often the best first contact to share your concerns with. If this is not suited to the nature of the concern then the Head or Deputy should be contacted through the school office. Please see the complaint procedure policy on the school website.

Contact File

The school maintains a **CONTACT FILE** in order to reach parents quickly in the event of sickness or accident at school. It is therefore very important that these contacts are kept up to date at all times. There is nothing more upsetting for a sick or injured child than to be told Mum and Dad cannot be contacted because they have forgotten to let us have their new works number or mobile number!

If your address, phone number, place of work or GP changes please pass the new information to the school office so that our file is kept up to date. Likewise the information of friends or relatives to contact if parents are unavailable during the school day should also be kept updated.

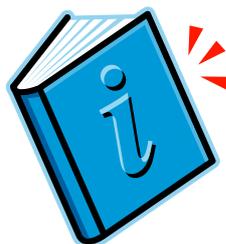


Information home / Newsletter

Every Friday (or the last day of a term) a school Newsletter will be emailed to your nominated email address. This newsletter will keep you informed of events in the school, any changes to term dates etc. If you have missed a letter then please collect a copy from the office. In addition Nursery have a monthly newsletter.

For all trips and activities we will write to ask your permission to participate and to keep you informed of the activities the children are participating in. A prompt return of slips would be appreciated.

We also use a text message service to keep you up to date of important activities and any changes to school times (ie closures due to weather conditions)



We hope that this information is useful but if you require any further assistance please email or contact the school and we will be happy to help.