



**WEST BOROUGH**  
PRIMARY SCHOOL  
NURSERY



**Welcome to our Nursery**  
**MAY 2017**

**‘Be kind, be safe, be responsible and embrace challenge’**

# **WELCOME TO WEST BOROUGH NURSERY**

Our contact details are –  
West Borough Primary School and Nursery

Greenway,  
Maidstone,  
Kent.  
ME16 8TL

School Tel: 01622 726391

[www.west-borough.kent.sch.uk](http://www.west-borough.kent.sch.uk)

**Head Teacher: Mrs Ashley Crittenden**

**Assistant Headteacher/SENCo: Mrs Paula  
Martin**

**Assistant Headteacher: Mrs Lisa Edinburgh**

**Assistant Headteacher: Mrs Lydia Vincett**

# The Nursery Staff



Mrs Gemma Jury-Sofi  
Teacher in Charge



Mrs Debra Charman  
Nursery Nurse



Mrs Maxine Webb  
Teaching Assistant



Miss Holly Hanscombe  
Teaching Assistant

## School Vision

At West Borough Primary School we instil a respect for others and a fascination in the world around us.

Within our creative environment, we foster life skills. This gives us the opportunity to learn, take responsibility and to become independent citizens.

### Nursery Entitlement

Children are able to come to the Nursery from the age of three. We offer sessions in a flexible way between the hours of 8.35 am and 3.20pm. Children are entitled to 15 hours of *free* nursery care each week the term after they turn three. This does not include our Lunch Club which is chargeable at £3.00 should you wish your child to stay for a full day. You are also able to 'top up' your child's sessions, subject to availability and charges. The costs are as follows:

- Three hour session (am or pm) - £15.00
- Lunch Club - £3.00

If you just wish to claim your free 15 hours then you have the option of your child attending for mornings or afternoons or a mixture of both. There are no costs attached to this option.

There will be a maximum of 26 children in each session.

### Before you child starts Nursery

Before your child starts Nursery, you and your child will be invited to an interview with the Headteacher. You will also be able to visit the Nursery so that you and your child can familiarise yourselves with the setting and meet the Nursery Team. This is a good opportunity for your child to explore some of our exciting resources and for you to share any information about your child that might be relevant so that the staff can help them to settle quickly and enjoy their time with us.

The Teacher-in-Charge of the Nursery and another member of the Nursery team will complete a Home Visit before your child starts Nursery. This is a valuable time for us to get to know you and your child in your home environment and for you to ask any questions that you might have.

## Starting Nursery

When your child starts at Nursery, they will be allocated a member of staff to be their 'Key Person'. This is a familiar adult who will build a close relationship with your child, keeping a 'Learning Journey' of achievements that your child makes throughout their time with us.

We want your child to settle quickly into our Nursery routines, so we would encourage you to stay with them until they feel safe and secure and we feel that they are settled enough for you to leave. If a child finds it very difficult to settle, we will discuss ways of supporting them.

Once the children have settled, we welcome parents and carers coming into the nursery to work alongside the children. If you are willing to offer your time to help out, please speak to the Nursery staff.

## Nursery Routines

### *Beginning of a session*

When it is time for the session to start, a member of staff will open the door and you can bring your child into the cloakroom to find their peg. This is where your child will keep all of their belongings. They will also need to find their name card which they bring into the nursery room and hang on our chart. As time goes on, your child will be able to find their own name – this is an important part of building their independence so please be patient! Children can then explore the activities on offer inside until we all get together for a carpet time activity to welcome everybody to nursery each day. This is a wonderful time to learn each other's names, the days of the week and any topic related vocabulary that we are learning each week. Throughout the session, children will also be able to use the outdoor area. We operate a 'freeflow' system so children can make a choice as to whether they wish to play inside or out.

### *End of a session*

At the end of a session, a member of staff will open the door and call your child's name when they see you or another named adult waiting. Please let us know if somebody different will be collecting your child and ensure that they have the password if they are not known to us.

## Snacks

We offer a variety of healthy snacks, such as pitta bread, houmous, fruit bread, breadsticks and crackers. The Nursery also takes part in the Government's fruit and vegetable scheme; the children will have access to fresh fruit or vegetables each day and they will also be able to choose from milk or water at our 'drinks bar'. We will of course take into account any dietary requirements your child may have.



## Attendance

Attending Nursery regularly is very important for your child as it helps them to feel secure and is important for them when learning routines and expectations.

If your child is absent from Nursery for any reason, please telephone or email the school ([absence@west-borough.kent.sch.uk](mailto:absence@west-borough.kent.sch.uk)) on the first day of absence. Please do not send your child back too soon after an illness or if you are unsure of his/her fitness. Children *must not* return to nursery until at least 48 hours after the last bout of sickness or diarrhoea. Please try to make appointments outside of Nursery hours wherever possible.

## Planning the best environment for your child

We are lucky to have a purpose-built Nursery unit that we have planned carefully to promote the unique needs of your child and which is run by fully qualified staff that are trained and experienced in teaching very young children. The room is divided into different areas which encourage your child to explore a wide range of activities either independently or with adult support and the daily routine allows your child to experience a variety of activities, some of which are planned by the staff and others which your child will be free to pursue at their own pace. All activities will provide an opportunity for your child to work individually, with friends in smaller groups and in a large group.

We believe that we will achieve the best outcomes when we work in partnership with parents and carers and would like to share information with you and keep you informed of events in the Nursery. Weekly themes and activities will be posted on the main door, so you can contribute to your child's development. Our planning will also be available for you to see. The experiences we offer will reflect our multi-cultural society and provide equality of opportunity. We will also send out activities for you to try with your child at home and encourage you to send in photographs and short observations of activities that your child has participated in. These will be added to your child's learning journal.

**We aim for the Nursery to be an exciting, vibrant and enjoyable place to be!!**

### **Observations and Freedom of Information**

We follow the Revised Framework for the Early Years Foundation Stage (2014). It requires staff to observe children whilst engaging in activities to see what they can and like to do. Staff will record these experiences to help them plan future experiences to enhance the children's learning and all round development.

Information will be collected and recorded in an individual book about your child. This will be available for you and your child to see at any time and will be formally shared with you during Termly Learning Conferences, in November, March and June. Your contributions to these records would be greatly appreciated and are valuable to help us build a whole picture of your child. With your permission this information will then be passed on to the next setting your child attends to enable staff to plan the next steps.

### **How will my child be learning?**

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning & development. Children should develop the 3 prime areas first. These are:

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



These prime areas are the most essential for your child's healthy development and future learning. As they grow, the prime area will help them to develop skills in 4 specific areas. These are:

- Literacy
- Maths
- Understanding the world
- Expressive arts & design

These 7 areas are used to plan your child's learning and activities at nursery in a flexible way, following your child's unique needs and interests.

Children learn by playing and exploring, being active and through creative and critical thinking which will take place both indoors and outside.

### Forest School

The children will have the opportunity to attend our wonderful Forest School facility once a fortnight. Our session is currently on a Tuesday but this is subject to change. This is a fantastic learning experience for the children and is led by our Forest School Leader, Miss Meakin-Scott.



### Nursery Fund



Although our places are free, we would ask you contribute £1.00 a week to a Nursery fund. This money will go towards paying for snacks, cooking ingredients and general weekly activities - all of which will benefit the children!



## Nursery Rhyme Sacks

We offer a 'Nursery Rhyme & Story Sacks' loan scheme. It runs like a library and items are loaned out on a *weekly basis* at no cost to you. All we ask is that you look after the items in each sack and return them to us in the same condition that you receive them. This scheme helps to foster a love of rhymes and early stories for our young children and provides an opportunity for families to share these resources at home.



## Clothes

Please do not send your child in their best clothes. They will be engaging in a variety of activities where they could get dirty including using paint and glue etc. The Nursery will provide aprons for the children to wear, but accidents do happen! Your child needs to wear comfortable clothes and strong, safe shoes that they can manage independently.

If your child gets wet we will change them using our spare Nursery clothes. Please wash and return them.

You are also able to purchase school jumpers for your child to wear at Nursery – these can be ordered through the school office.

We would like all children to bring a pair of wellington boots to keep at Nursery. It is important that children have access to the outside area even if it is wet!



Please name your child's coat so they and we can identify it. **No jewellery can be worn for safety reasons.** However, ear studs may be worn if the children have had their ears pierced.

## Toileting

We understand that every child and their needs are unique. We are committed to working alongside parents and carers in order to support each child's individual developmental needs in self-care.

No child will be excluded from participating in the nursery who may, for any reason, not yet be toilet trained and who may still be wearing pull-ups. We will work with parents towards toilet training, at an appropriate age, unless there are medical or other developmental

reasons why this may not be appropriate at the time. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern from adults.

**Parents/carers of children not yet completely toilet trained are required to provide sufficient disposable nappies/pull-ups and wipes for each day.**

## Contact Details

Parents will be asked to fill out a form giving contact details. You must give the school an emergency number to contact in case your child becomes ill or has an accident. Please ensure your contact numbers are up to date and quickly inform us of any changes as they occur.

We want to get to know you and your child and look forward to meeting with you! If at any time you have any concerns or queries then please do not hesitate to speak to any of the Nursery staff!

## PTFA (Parent, Teachers and Friends Association)

The school has a flourishing Friends Association, which organises a large variety of social and fund-raising events throughout our school year. The PTFA raises about £4,000 annually and this is used to provide additional facilities for the children. As soon as your child enters the Nursery you become a member of the Friends Association.

The PTFA is always looking for willing volunteers and no offers of help are refused! The Chair can be contacted through the school office.

### For your information

- There is a small parent drop-off area before access to the staff car park. Visitors are asked to park considerately and not to obstruct or walk through the barriers to the main car park.
- Children are not allowed to walk through the car park for safety reasons and we ask parents to :
- Ensure they use the footpaths at either side of the car park when entering or leaving the school.
- Dogs are not allowed on our site and therefore owners are requested not to bring their animals on to our premises for any reason.
- Smoking is not allowed on the school site at any time.
- The use of mobile phones is not permitted on the school site.

# Here are some of the exciting things we do at West Borough Nursery



We listen to stories



We learn to play together



We sometimes play on  
our own



We celebrate Diversity



We love going for walks  
on the field



We enjoy experimenting  
& making

## We look forward to meeting you!