



WEST BOROUGH
PRIMARY SCHOOL
NURSERY



Welcome to our Nursery
SEPTEMBER 2020

‘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

Head Teacher: Mrs Ashley Crittenden

Deputy Headteacher/SENCo: Mrs Paula Martin

Deputy Headteacher: Mrs Lisa Edinburgh

**Early Years Lead and EY SENCo: Mrs Gemma
Jury-Sofi**

The Nursery Staff



Mrs Hayley Birtchnell
Teacher in Charge



Mrs Debra Charman
Nursery Nurse



Miss Chengeto Masoso
Teaching Assistant



Miss Jess Brown
Teaching Assistant



Mrs Rebecca Cradduck
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. All children are entitled to 15 hours of *free* nursery care each week, the term after they turn three. If both parents are working, you may be entitled to 30 hours free childcare, subject to meeting certain criteria, applications can be made at www.childcarechoices.gov.uk (limited places available)

These sessions do not include our Lunch Club, which is chargeable at £3.00 per day, should you wish your child to stay for a full day. School dinners are available at £2.25 per day, or you may send in a packed lunch. 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 30 children in each session.

Before your 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.

(Please note, due to COVID-19 the above will not happen for children due to start in September 2020)

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. You will have the opportunity to discuss your child's progress with Mrs Birtchnell twice a year. We call these TLC's (The Learning Conferences). You are welcome to see your child's Learning Journey at any time and we operate an open door policy, which means you can always talk to a member of staff if you wish to discuss anything which you feel we might need to know or you have concerns about.

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.

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. When your child enters the nursery room, you can help them to find their name card and place it onto our self-registration board. 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 'free flow' system so children can make a choice as to whether they wish to play inside or out. Once nursery routines are well established, the children will take part in adult-led small group activities which are planned to teach specific skills and learning opportunities.

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 and the Nursery 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 the school or notify us via ParentMail 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, such as dentists, outside of Nursery hours wherever possible.

Planning the best environment for your child

We are lucky to have a purpose-built Nursery 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 Early Years Foundation Stage Curriculum. 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 The Learning Conferences, in November, March and July. 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, on occasions, the opportunity to attend our wonderful Forest School facility. Children will therefore require waterproofs and a pair of wellington boots in Nursery.



Nursery Fund



We do ask you contribute £1.00 a week to a Nursery fund. This money will go towards paying for snacks, cooking ingredients and other activities, such as making playdough and providing sensory experiences for 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

We have introduced a school uniform for the children at nursery and we would encourage parents/carers to purchase this from the school office. It consists of a school sweatshirt and t-shirt. Children can wear any bottoms that they wish. Wearing a uniform helps to prepare children for school and makes them feel part of the whole school environment. The children will be engaging in a variety of activities where they could get dirty, including using paint and glue etc. so it will also stop their own clothes from getting ruined. The Nursery will provide aprons for the children to wear, but accidents do happen!

Your child needs to wear comfortable bottoms 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.

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! We also ask you to provide a two-piece waterproof set, which can be ordered from the school office.



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 PTFA, 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 PTFA.

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!