



West  
Borough  
Primary  
School

# Nursery Prospectus 2023-2024



Equality  
Responsibility  
Respect  
Resilience  
Challenge



WEST BOROUGH  
PRIMARY SCHOOL



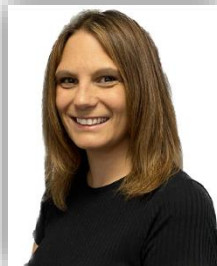
# Welcome to our Nursery



**Mrs  
Hayley  
Birtchnell**  
Teacher in  
Charge



**Mrs  
Debra  
Charman**  
Nursery  
Nurse



**Mrs  
Louise  
Douglas**  
Nursery  
Assistant




**Miss  
Hannah  
Sharp**  
Nursery  
Assistant



**Mrs  
Hollie  
Groombridge**  
Nursery  
Assistant



# Nursery Entitlement



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.

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](http://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 £2.70 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.





# Starting 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.

When your child starts 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.

The Nursery Teacher, together with 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.

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). 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. 'Class Dojo' is a school communication app we use to keep in touch regularly.

We want your child to settle quickly into our Nursery routines, so we would encourage you leave promptly to encourage settling. If a child finds it very difficult to settle, we will discuss ways of supporting them.



# 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, as well as water to drink. We will of course take into account any dietary requirements your child may have.

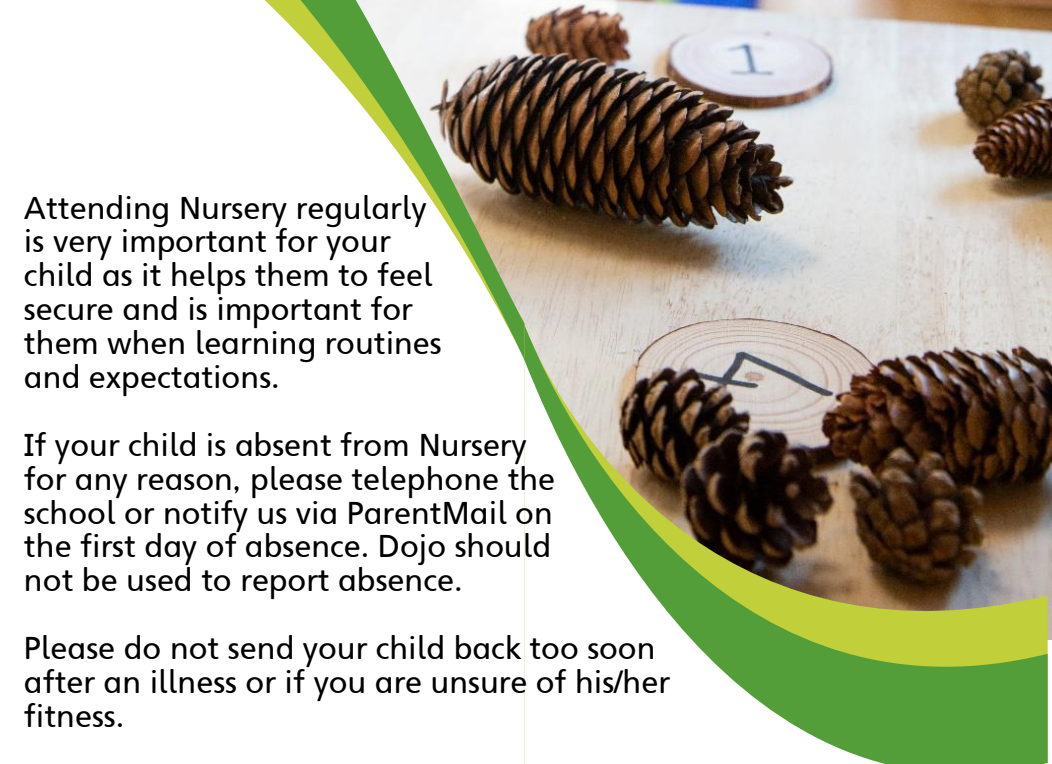




# Attendance

A photograph showing several young children in a nursery or classroom setting. They are standing on a colorful patterned rug, and some are wearing school uniforms. The background is slightly blurred, focusing on the children in the foreground.

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.

A photograph of a wooden table with several pinecones scattered on it. There are also some circular wooden discs with numbers or symbols on them. The background is a soft-focus view of a nursery room.

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. Dojo should not be used to report 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.





# Environment

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 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 Class Dojo, so you can contribute to your child's development. The experiences we offer will reflect our multi-cultural society and provide equality of opportunity. We will also 'Dojo' 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.

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





# The Curiosity Approach

We have created a nursery setting with neutral tones, plainer walls, natural materials, ivy and fairy lights. Our focus is on curiosity, awe and wonder.

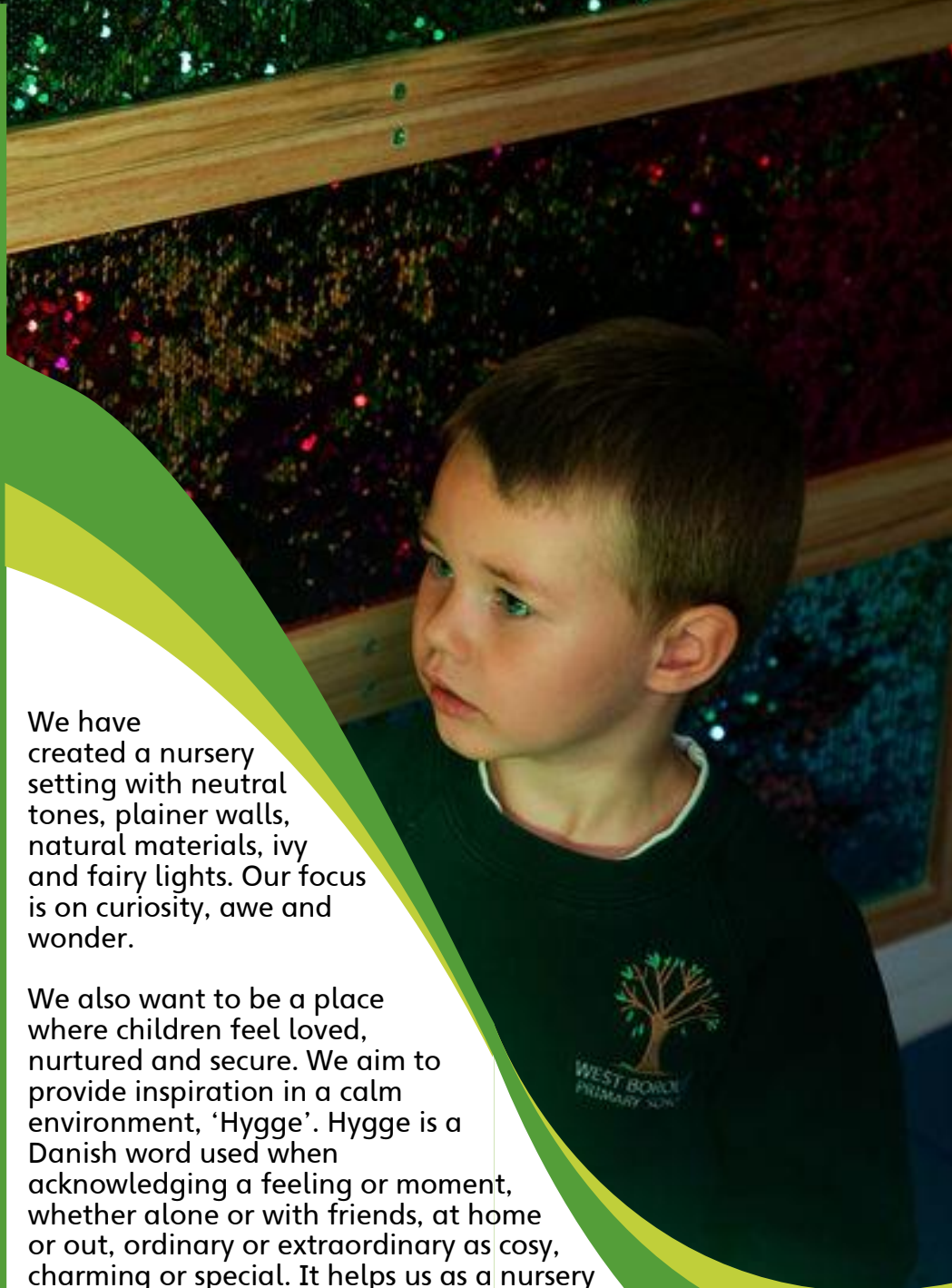
We also want to be a place where children feel loved, nurtured and secure. We aim to provide inspiration in a calm environment, 'Hygge'. Hygge is a Danish word used when acknowledging a feeling or moment, whether alone or with friends, at home or out, ordinary or extraordinary as cosy, charming or special. It helps us as a nursery to focus on personal, social and emotional areas of learning, taking things slowly and taking time to appreciate things.

The resources have become more neutral and open ended and authentic 'real life' items had become part of our standard toy rotations.

The children are playing imaginatively, questioning more, and treating the resources with greater respect.

We have created open shelving in which we set up play displays, encouraging the children to get hands on and investigate toys.

Our resources are at eye level and provide invitations for learning.





# Reading

## *Nursery Library*


We offer a 'book library' scheme outside Nursery. Books are loaned out on a weekly basis at no cost to you. All we ask is that you look after the books and return them to us in the same condition that you receive them. This helps to foster a love of books and early stories for our young children and provides an opportunity for families to share these at home.

Outside the nursery we also have story sacks available to borrow. These contain a book, props and activity to have fun storytelling with your child. Please return these promptly and if any resources are missing, please let a member of staff know.

We will also provide each child with a book when they start on their first day or as part of the home visit. We are part of the Bookstart scheme that provides books for 3-4 year olds. Information about this scheme can be found at <https://www.booktrust.org.uk/what-we-do/programmes-and-campaigns/bookstart/families/toddler-and-pre-schooler-family-hub/bookstart-toddler-and-preschooler-packs/>



# 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

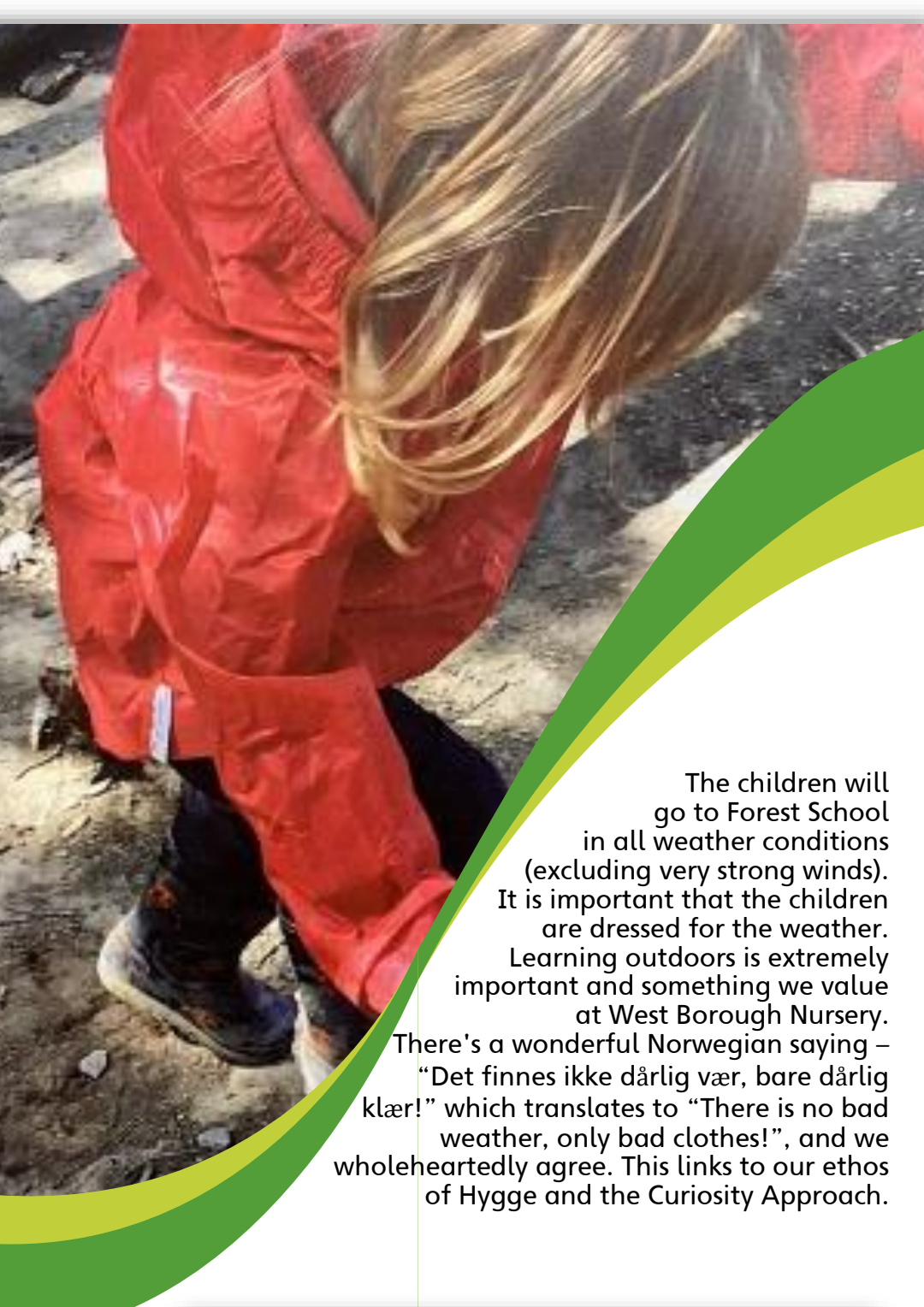
These 7 areas are used to plan your child's learning and activities at nursery in a flexible way, following your child's unique needs and interests.

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

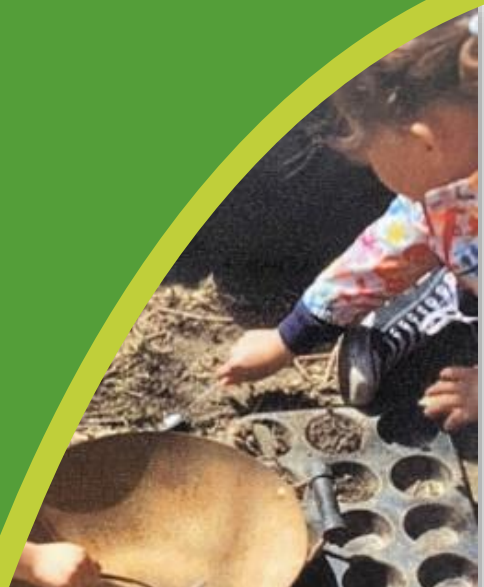




# Forest School



The children will go to Forest School in all weather conditions (excluding very strong winds). It is important that the children are dressed for the weather. Learning outdoors is extremely important and something we value at West Borough Nursery. There's a wonderful Norwegian saying – “Det finnes ikke dårlig vær, bare dårlig klær!” which translates to “There is no bad weather, only bad clothes!”, and we wholeheartedly agree. This links to our ethos of Hygge and the Curiosity Approach.





# Uniform



We have introduced a school uniform for the children at nursery. It consists of a West Borough Hoodie with our school logo, which parents/carers can purchase via ParentMail, and a plain white polo shirt. Children can wear any bottoms 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.

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. Please provide a bag of spare clothes to keep at Nursery.

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 puddle suit or 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. Parents will be advised of clothes changes via Dojo**

# 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.







# Further Information

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



Scissors



Counting with  
loose parts



Creative



Gardening



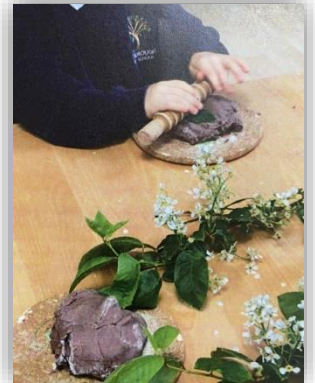
Mark Making



Superhero



Watering the flowers



Play Doh

**We look forward to meeting you!**



## Contact us

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