



Nursery Class



Guide for Parents 2019 - 2020

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Deputy Head teacher: Miss E Stone, BA.Hons
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Welcome to Stokes Wood Nursery.

Our aim is to make the transition from home to school smooth, and successful. We are sensitive to the needs of your child and you as their parent. At Stokes Wood we strive to establish and maintain good relationships with all the children and their parents.

All nursery children are entitled to the same part-time provision. They will have been born between September 1st 2015 - August 31st 2016 and have their 4th Birthday with us.



This booklet will help you to prepare you and your child for school. It will help you to understand what your child will be doing at school, and we hope it will answer any questions you may have. If you have any other questions please feel free to ask.

Miss Lenton (nursery class teacher)
Early Years lead teacher
Mrs Hatcher - Early Years lead teacher

Staff working in the nursery this academic year are:

Miss Lenton - class teacher for all children

Mrs Mumford - L3 teaching assistant & key worker

Miss Easter - L2 teaching assistant

Children will work within key worker groups for some activities. These groups will be introduced to the children at the beginning of the year.

Every day of the week is different in the Early Years Foundation Unit and your child will be able to take part in a great variety of activities. Play is a natural way for young children to learn and forms the basis for these activities. Our learning is divided into 7 areas:

Prime areas

- 1. Communication and language**
- 2. Personal, social and emotional development**
- 3. Physical development**

Specific areas

4. Literacy
5. Mathematics
6. Understanding the world
7. Expressive arts and design

Children in the nursery learn to develop social skills, including sharing toys and co-operating as part of a group. Children will make friends and learn self-confidence as valued members of our class and of our school. We aim to teach tolerance towards others, and respect for attitudes and beliefs, which may be different from our own.

How can I help with my child's learning?

Children's learning begins at home. We recognise that the relationship between home and school is a partnership and that there are steps we can take together to give your child a consistent and successful start to their school career.

We use the Knowledge Transfer Centre programme to teach phonics and more information regarding this will be given at a later stage.

We concentrate on teaching children concepts of print such as which way round to hold a book, where the title is, that we read the left page before the right page etc. Once these aspects are embedded and the children have completed phase 1 phonics, we move on to learning the letter sounds.

When your child wants to count, let them count real objects e.g.

How many people are at the bus stop, how many plates on the table?
Get them to make marks when they count too.



Sharing stories, singing rhymes and songs, listening and talking will all help to develop your child's confidence and communication skills.

Encourage your child to help you e.g. ***with the baking, tidying a room, helping with the shopping.*** These can all give children a sense of responsibility and sharing.

We strive for all children to wear the school uniform.



School shoes with velcro or trainers with velcro are best. We spend a good proportion of the day using our outside area as an active learning area - PLEASE make sure your child wears suitable clothes each day especially school shoes or trainers that they can climb and run around in.



All children need a P.E. kit; a t-shirt is provided. The children will need black or navy shorts/leggings/joggers - (school logo PE bags are available to purchase from the school office). Children will need a pair of plimsolls for PE, which will be stored in their PE bag too.

We also ask for a full spare set of clothes in case of accidents (this does not need to be uniform). We provide outdoor coats for during the sessions as they are likely to get messy. We also provide sunhats in the warmer months.

Please label all clothing with your child's name

- don't worry about sewing name labels in your child's uniform and PE kit, a permanent marker is ideal for this.

Expectations of your child

We hope that all children can change themselves for P.E (we help with difficult buttons), can go to the toilet by themselves and wash their hands afterwards. We also hope that all children can use a tissue independently.

Hours

We offer up to 15 hours of schooling for each child per week: -

Morning school starts 8.45am - 9am and ends 11.30am - 11.45am

Afternoon school starts 12.15pm - 12.30pm and ends 3pm - 3.15pm

The classroom doors close at 11:45am prompt to ensure staff have the required break in between sessions

Snacks and Drinks.

In the nursery, milk and fruit are free for all pupils. If your child has milk other than semi-skimmed milk provided by Cool Milk, you are welcome to bring your own in for them. Children are also encouraged to bring in their own water bottle each day. We only encourage water to be drunk in the classroom. Fruit and water is provided throughout the session for each pupil.

Illness and Medication

Please keep poorly children at home, especially after sickness or diarrhoea. The recommended time for return is 24 hours after the last episode of sickness or diarrhoea.

'Short-term' Medication

Children who require a short course of medication e.g. antibiotics, will, whilst ill, **remain at home** until the course is finished.

If it is felt by a medical practitioner that the child is fit enough to return to school, the dosage can be adjusted so that none is required at lunch time, or if this is not possible a parent/carer may administer the

lunchtime dose by arrangement with the Head teacher. However, if the child is well enough to attend school, and a parent or carer cannot take either of these options, the Head teacher, or deputy in her absence, or a nominated member of staff will administer the medicine as long as there are fully written instructions and the medicine is in the original packaging.

Antibiotics should be held securely in the school office on these occasions.

'Long-term' Medication

Inhalers/medication for all children in need of them will be held by the class teachers and kept in a cupboard within the classroom which will be clearly marked with a green and white first aid sticker. **It would be best practice if a second medication is available at school for playtimes, lunchtimes and PE.**

All medication must be clearly marked with the child's name, with clearly written instructions as to need, frequency, etc.

It is the parents' duty and responsibility to ensure that a child's medication is in date.

No medicine should be administered unless clear written instructions to do so and a consent form have been obtained from the parents or legal guardians and the school has indicated that it is able to do so.

Medical Information

No medication can be allowed in school unless the appropriate form is completed and returned to school. Forms are available from the school office. Children requiring an epi-pen in school must have the relevant form completed by their GP. Please ask at the school office. (See Policy for Supporting Pupils with Medical Conditions and Administering Care and Medication to Children with Medical Needs).

Parents/carers must fill in the appropriate forms for the administration of medicines, obtainable from the school office. These are updated on an annual basis and staff are issued with information concerning their pupils and/or pupils in the school with specific allergies.

It must be understood that all staff are acting voluntarily in administering medicines.

Please consult the Administering Care and Medication to Children with Medical Needs Policy on the school website or ask at the school office for more information.

Over the counter medicines will only be administered according to the dosage recommended on the container or box. Wherever possible parents or carers should administer these over-the counter medicines. Recent LA guidance states that: 'A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.' The necessary forms should be completed by parents/carers as for prescribed medicines. If a doctor has advised ibuprofen but you have not been given a prescription, please ask for a signed note if you will need a member of staff to administer it.

Parental Responsibility

If you have parental responsibility for your child but live apart from each other, you are still entitled to information about their progress and participation in events at school. If you would like to receive a copy of their annual report, copies of school photos or information on assemblies and exhibitions please e-mail office@stokeswood.leicester.sch.uk for more information.

Safeguarding

Stokes Wood is committed to providing a safe and secure environment for children, staff and visitors, where all feel confident about their own safety or well-being of others.

Please note that all visitors to school must sign in at the main school office using an electronic sign in system. They will be provided with a badge which must be worn at all times whilst on the school site and they will also be asked to sign out upon leaving the school premises. This system ensures that children, staff and visitors are safeguarded. We would also ask you to report any suspicious circumstances to the school office immediately.

Password System Procedure

In the nursery we implement a **Password System Procedure** so that, if you are unable to collect your child, you will be reassured that your children will only be collected by an authorised person. Details of the password and adults authorised by you to collect your child, for example a childminder or grandparent, must be provided to your class teacher and

the school office, when your child starts school. We ask that you inform us of any changes to this information immediately.

Child Protection

We believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child. The Education Act 2002, Section 175, has placed a duty on the Governing Body with regard to safeguarding and promoting the welfare of children in school. The Governors recognise that all staff and volunteers have a full and active part to play in protecting pupils from harm.

We will therefore, refer to and/or consult the **Leicester City Children's Services' Duty and Assessment Service (DAS)** regarding any concerns about the safety and wellbeing of pupils in line with our school policy and procedures for safeguarding children, the Local Safeguarding Children Board Procedures and national guidance. A copy of **our Safeguarding and Child Protection Policy** can be found on the school's website.

For your information Mrs Gadsby is the Designated Safeguarding Lead (DSL) with regard to Child Protection, and **Miss Stone, Mr Brown, Mr Patel and Ela Sawicka are the Deputy DSLs.**

Mobile Phones

For Child Protection purposes, the use of mobile phones is strictly prohibited within the school building and in the presence of children unless permission has been granted.

30 funded hours

Some families may qualify for a 30 hours funded place for their child. There are criteria that need to be met to qualify for this and details can be found on the government website. Information will be given when you apply for your child's place. Limited 30 hour places are available and these will be allocated on a first come first served basis.

Forest School Sessions

At Stokes Wood, we have successfully introduced forest school sessions for pupils.

These sessions take place outdoors in Buttercup Garden which is located on the school grounds at the bottom of the school field.

These sessions aim to increase children's personal, social and emotional skills, giving them an opportunity to take control of their own learning and manage risks in a controlled environment.

The sessions are weekly for nursery children. We provide weather proof clothing and sun hats and ensure that children also wear suitable footwear.

They will have the opportunity to explore the natural surroundings, use the mud kitchen and resources, den build, use tools and once the rules are embedded, attend a campfire and toast marshmallows!

These sessions have proved very successful and all the children have thoroughly enjoyed them. You will get the opportunity to join us for a session once the children are settled into school.



Your child's progress.

Your child's progress is documented throughout their nursery year in a personalised Learning Journey.

Staff use an interactive app to track a pupil's progress. This is called '2 Simple'. This program allows photographs to be taken and linked directly to each individual pupil and then linked to the correct areas of learning. We aim to share these with you, via email, at the end of each half term.

Parent meetings with your class teacher will be held in October and February.

Statements (profile points) in all areas are highlighted each half term, by the class teacher, to document when evidence has been collected and shows the progress over the entire academic year.

These learning journeys are emailed home at intervals throughout the year for you to look at. There is also an option for you to send in pictures to use as evidence too.

We hope you and your child are looking forward to starting their school journey and we are here to answer any queries you may have. We look forward to welcoming you to school 😊

Miss Lenton - nursery teacher/EYFS lead teacher
Mrs Hatcher - EYFS lead teacher