



HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Welcome Booklet

Nursery

This booklet aims to give a brief overview of the curriculum as well as providing key information as a reference throughout the year.

Nursery Hitherfield Welcome Booklet 2022/2023



Welcome!

On behalf of the Staff, Governors, children and parents, it gives me great pleasure to welcome you and your family into our Nursery. You as the Parent / Carer have a vital role to play in your child's education and all of us here at Hitherfield look forward to working with you to fulfil our school motto:

'Growing Together'

We operate a broad and balanced curriculum which focuses upon the importance of learning through play. We want the children to have a high level of involvement whilst they are in Nursery and this is achieved by allowing them the freedom to learn and for them to initiate their own play. Anyone who visits our early years comments on how calm and purposeful the children are and this is because we provide a stress free and engaging environment for them to be in.

We very much look forward to welcoming you into the Hitherfield family. If you have any questions, concerns or worries, please come in and talk to us any time.

Regards,

Jenni Holliday

Assistant Headteacher for Early Years

School Telephone: 020 8769 8428
Website: www.hitherfield.co.uk
Email: admin@hitherfield.co.uk





Our School site



Settling In

The settling in process is an important part of starting Nursery. We aim to ensure that your child's (and your) introduction to our Nursery is as stress free as possible. Some children feel comfortable straight away, whilst others take longer to get used to their new environment. We want your child to feel safe and happy in your absence as they cannot play and learn successfully if they are anxious and unhappy.

We have thought very carefully about ways to support you and your child through this transition. **At Hitherfield we will offer:**

Stay and Play Session (5th OR 6th September): You will be offered the chance to come along to an allocated session with your child on the 5th or 6th of September. This gives you and your child the chance to meet with staff and some other children as well as have some fun together.

Home Visit (July or the week beginning 5th September): Before your child starts Nursery, two members of the Nursery team will visit your child at home. The home visit lasts for about 20 minutes and will provide an opportunity for us to build a relationship with you and your child. We find this makes a positive start to a child's life at Nursery. You will have the opportunity to talk to the staff about your child's particular interests and needs and ask any further questions that you may have about what to expect.

Settling Period (September): Every child is unique and some children will settle quickly while others take longer. The aim of the Nursery staff is to ensure your child feels happy, safe and secure without you. On your child's first settling session, they need to be accompanied by a parent / carer who should be on hand to stay with them through the session, ideally without any younger siblings if at all possible. On the second settling session, you will be asked to leave for about 30 minutes before returning. This enables staff to observe how well your child copes with being separated from you. Staff will talk to you at this point if necessary about how to continue with your child's settling in; we very much play the process by ear.

Specific information regarding your child's settling in dates has been sent to you separately.



Working in Partnership with Parents

As a staff team we believe we can more effectively meet your child's needs if we work together. We value your input as your child's primary carer, and as an expert on your child. We rely on your partnership, so together we can provide your child with the highest quality education and care. This will make their time in Nursery happy and enjoyable.

You are welcome to stay and engage in the various activities available for the first 15 minutes of each session until your child is settled. This is a good opportunity to become involved and find out what your child enjoys doing in Nursery. Once your child is more settled, we do encourage you to make this process quicker in order that they develop more independence.

Every child at Hitherfield has a 'Online Learning Journal'. We use a computer programme called Seesaw to help capture some of the key learning experiences your child has had in Nursery. You can access this from any device to add pictures and comments. This can all be used to help us with our assessments of your child. You will be given log in details at the start of the year. Entries to Seesaw can also help children to reflect on their learning and can be used in show and tell activities in school.

Your child will be one of our focus children twice in the academic year (for the period of one week on each occasion). Ahead of the focus week we will give you a consultation sheet to take home and ask you to send in some pictures from home via Seesaw. Your input will help us to find out more about your child's interests and how they are progressing. Following the focus week, and taking into account information from home and Nursery, we will provide you a brief written report on your child's strengths and interests as well as their next steps.

We offer three Parents / Carers' evenings across the school year. During the first meeting, we will look at how your child has settled into the Nursery environment. In the following two meetings, we will discuss the focus week report and how your child is progressing both in school and at home.

At the beginning and end of each day staff are available for you to pass on quick messages. If you need a more private moment, or need to speak to us at length, you can make an appointment to see a member of the Nursery team via the main school office.



Nursery Daily Routines



Time	Activity
09:15	Nursery opens – self registration and independent activities. Parents / carers are asked to leave by 09:30
09:30 – 11:00	Independent activities indoor and outdoors (children able to free-flow between the two indoor spaces and the outside spaces)
11:00 – 11:20	Carpet Session – usually phonics
11:20– 13:40	Lunchtime and independent activities indoors and outdoors (children are able to free-flow between the spaces)
13:30 – 13:45	Carpet Session – maths or topic
14:00– 15:00	Independent activities indoor and outdoors (children able to free-flow between the two indoor spaces and the outside spaces)
15:00 – 15:15	Story time and song
15:15	Home time

Part-time sessions

15 hours (Monday, Tuesday & Wednesday am) – pick up from Nursery at 12:15 on Wednesday

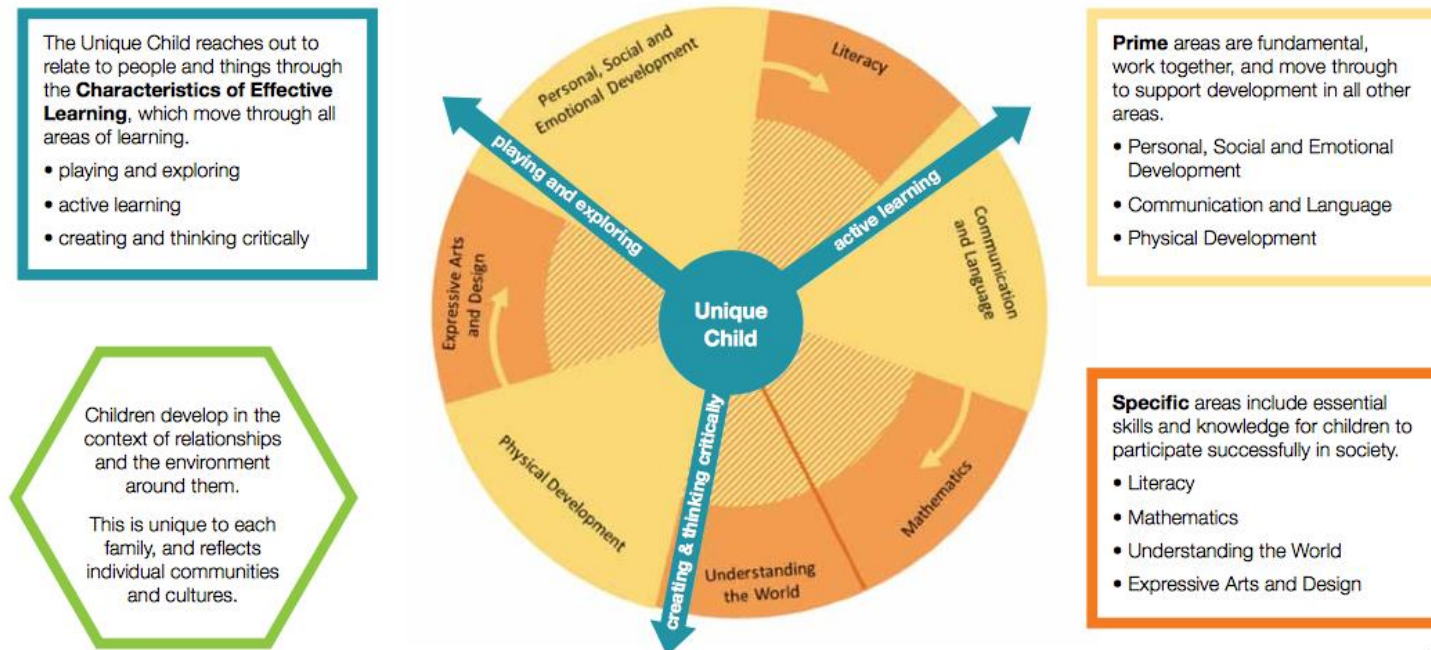
15 hours (Wednesday pm, Thursday & Friday) – start at 12:30 on Wednesday (no lunch on Wednesday)

30 hours (Monday – Friday) – children remain at school for the whole day throughout the week

The Early Years Curriculum

It is our aim in Early Years to provide every child with the opportunity to interact in positive relationships and engage in an enabling environment. The ways in which the child engages with other people and their environment – **playing and exploring, active learning, and creating and thinking critically** – underpin learning and development across all areas and support the child to remain an effective and motivated learner. Through these positive relationships we are able to continually assess the needs of every child and provide opportunities for them to learn and progress.

We believe that high levels of child involvement lead to accelerated levels of progress. If the children are doing what interest them they are more likely to be engaged in the activity they are doing. Our environment is set up to allow all children to initiate their own play and give them the freedom to learn. This provides a stress free environment for the pupils and staff and enables all children to display high levels of involvement.



Areas of Learning

3 characteristics of effective teaching and learning

Playing and exploring	Children investigate and experience things, and 'have a go'
Active learning	Children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
Creating and thinking critically	Children have and develop their own ideas, make links between ideas, and develop strategies for doing things

Area of learning & development

Prime areas

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

Specific areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We use this framework to assess every child in the different areas of learning and it enables us to understand each child's next steps in their learning journey. For more information on the foundation stage go to:

<http://www.foundationyears.org.uk>



Curriculum Information

Half Term Curriculum Updates:

Each half term we send home an outline of the topic so you as a parent can reinforce what is being taught at school. This will be attached to the Hitherfield Herald (weekly newsletter) at the beginning of the half term. We use the topic to decide what books we are going to read to the children and plan ways of enhancing the environment to make sure children are interested and engaged in what they are learning.

Phonics:

In Nursery we place high priority on developing children's communication and language while they are playing in the environment. Through their play with other children and adults, they get the chance to hear sounds that occur around them and experiment with initial sounds in words. We also have phonics carpet sessions where children will learn to orally segment and blend words.

Makaton:

We use simple sign language to communicate with all children. This gives all children the confidence to communicate with nursery staff and can break down language barriers that can be common with children at this age.



Further Information

Home learning:

Parents / Carers are asked to keep a record of some of the things your family does outside of school by posting pictures and comments on Seesaw. We will also post relevant songs, rhymes, Makaton signs as appropriate, as well as a few fun activities related to our topic for you to try at home.

Medical or Welfare Issues:

If there are medical or pastoral issues you wish us to be aware of, please do not hesitate in contacting Jenni Holliday (Assistant Headteacher) or Pascale Monthieu (Learning Mentor) via the school office. Pascale or Jenni will be able to talk to you about ways that we may be able to support your child. We also have good links with many services in the local area and may be able to sign post you to some of these if it is felt useful.

Accidents and Medication

If your child has a minor accident we will inform you with an accident form at the end of the session. Should they should bang their head, we will send a text message to inform you as well as provide an accident form. If your child becomes ill or has a more serious injury, they will be looked after by someone qualified in first aid and you will be contacted.

We can only administer medication that is prescribed by a doctor. If you require us to administer medication, please go to the main school office where you will be asked to complete a **Permission to Administer Medication Form**. Asthma medication is kept in a medical box and should be labelled with written instructions as the dosage and the name of the child. You are also required to fill in a small form. Some children in our school need individual care plans and these are set up with parents and the Inclusion Team.



Absence Procedures for illness, medical appointments and absence requests

Although children in Nursery are non compulsory school age, at Hitherfield we recognise the importance of developing positive habits with regard to attendance and punctuality and aim to promote the value of good attendance with families.

If your child is ill, please phone the school office in order that we can mark the absence appropriately in the register. If your child should suffer from sickness or diarrhoea during the course of the year, please keep them at home for 48 hours. (This is in line with NHS guidance). Please notify us in advance for medical appointments where possible.

Absence for holidays in Nursery does not require a signed holiday form (as in school) but we do encourage you to fill one in or send us a letter so that we know why your child is away; otherwise we may worry about them and try to contact you.

Further details can be found in the Attendance and Punctuality policy on our website – www.hitherfield.co.uk



Clothing and Weather



Nursery is about active learning and this involves a range of activities both inside and out. Please ensure that your child wears suitable clothes for the various types of play they will be enjoying. We provide aprons and outdoor clothing to protect clothing but sometimes accidents happen and clothes may get paint or mud on them. **A spare set of clothing and wellies, all labelled, are essential for you child to have at school.**

We value outdoor play experiences and therefore use our outdoor area in all weather. Please can you ensure your child is dressed appropriately for all weathers. During winter please try to provide wellies, gloves, scarf, hat and a suitable coat.

In summer please try to provide your child with appropriate clothing and a sun hat. As your child will be climbing and running, no open toe sandals are allowed. We ask parents to take responsibility for applying a sun screen to all exposed areas of children's skin before school.

To make life easier for your child to use the toilet independently we feel it is best to put on clothes that are easy to manage and that belts are avoided if possible.

Educational Visits and Enrichment Opportunities

Educational visits and visitors to the school enrich the curriculum and children's learning experiences are enhanced by these. **We ask for a voluntary contribution of £20 at the beginning of the year for Educational visits and a termly contribution to our Early Years Enrichment Fund.** No profit is made from these contributions and all money goes towards providing better experiences for all the children, Any parent in receipt of free school meals or income support can apply for a reduction of contributions and should speak with Jenni (Assistant Headteacher).



Promoting Children's Welfare

We believe that children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with adults caring for them. Your child's Key Worker will be the key person responsible for ensuring that their individual needs are met. However, as part of a large Nursery provision, your child will have the opportunity to interact and build relationships with a range of children and adults.

To ensure your child's safety, the Nursery gate is locked promptly at 9:30am. If you arrive after 9:30am, please enter through the Leigham Vale entrance and register with the main school office.

It is vital we know who is collecting your child from Nursery. Please let us know if someone different is coming and preferably introduce them to us, as we never let a child go with an unknown person. Nursery children must be brought into and collected from Nursery by a responsible adult. At the end of each session a member of Nursery staff will open the gate and children are collected from the classrooms. In this way we can ensure that your child leaves safely with you.

The Safeguarding Policy sets out the legal requirements which cover safeguarding and ensuring children's welfare. This policy and others can be found on our website – www.hitherfield.co.uk



Behaviour and Discipline

Our School Values

- **RESPECT** - due regard for the feelings, wishes, or rights of others.
- **EXCELLENCE** – developing our strengths and confidence
- **UNITY** – working together as a community
- **DETERMINATION** – working hard and with purpose
- **TRUST** - firm belief in the reliability, truth, or ability of each other
- **EXPLORE** - travel through (an unfamiliar area) in order to learn about it

Our School Rules

- Do be gentle, *do not hurt anyone.*
- Do be kind and helpful, *do not hurt people's feelings.*
- Do work hard, *do not waste your or other people's time.*
- Do look after property, *do not waste or damage things.*
- Do listen to others, *do not interrupt.*
- Do be honest, *do not cover up the truth.*

For more information about our behaviour policy please ask at the school office or visit our school website.



