Welcome to Roe Green Infant School Nursery

Information Booklet for Parents/Carers

We welcome you and your child to the nursery and believe your child will find enjoyment and fun in learning.

Proud to be…. Respectful, Resilient, Trustworthy, Safe & Healthy, Positive, Creative
An achiever, Independent, Honest and Friendly.

A word from the Headteacher

Dear Parents and Carers

Welcome to the start of your child's school education. Every child deserves an excellent early education and care, and every parent should be confident that their child is getting the best.

Here at Roe Green Infant School and Nursery, we are focused on young children's learning and development and meeting their welfare needs; to keep children safe, and support their healthy development.

We aim to achieve this in a friendly environment, providing excellent professional staff and a stimulating curriculum.

We like to work closely with parents and carers to ensure that together we can give every child the foundation they need to succeed.

I look forward to working with you as part of this team over the next few years.

Best wishes

Nicole Lobo

Head teacher

Nursery Sessions
Children attend the nursery **five days** a week during normal school terms, ***either*** in the morning or the afternoon;

8.30am – 11.30am (morning session)
Although the morning session officially starts at 8.30pm you can drop your child off **anytime between** 8.30am and 9.00am if this is more convenient.

12.30pm – 3.30pm (afternoon session)
Although the afternoon session officially starts at 12.30pm you can drop your child off **anytime between** 12.30pm and 12.45pm if this is more convenient.

Please hand your child over to the staff waiting to greet you. You may if you wish collect your child **up to 15 minutes before the end of each session.** Please ensure you collect your child on time. Children can become upset and worried if they are the last one to be collected. All children ***must*** be brought to and collected from the nursery by an ***adult listed on the school pink collection form.*** If your child is not collected on time they will be taken to the welfare room in the main school building. Parents will be charged **£1.00** for every minute that they are late, after 3.35pm.

Home Visits

The start of this year will look very different to previous years. Due to Covid-19 we will be unable to arrange a home visit before your child begins Nursery. We will be sending you a child discussion form that will give us information about your child's likes and dislikes. It is very important that you fill this in as it will help us to settle your child in to the Nursery.

A copy of the emergency contact and collection forms will also be sent to you via the post along with a letter confirming your place in the Nursery for September 2020. Please ensure that you fill in all sections of the emergency contact and collection forms and post them back to the school by the given date. As well as providing the school with your telephone number, it is important that you provide your email address. During the Covid-19 pandemic communication through email has been a very important part of maintaining contact between the school and our families.

Please visit our website: www.rgreeninf.brent.sch.uk to gain an insight as to what our school looks like. You can also take a look at the photos of the Nursery learning areas.

Settling in

When your child first starts nursery it may take several days or weeks for him/her to get used to a new place and new faces, especially if s/he has never been separated from you before. Some children take longer to settle than others, so try not to worry if your child is upset for a few days.

We will ask you to be prepared to stay with your child until they are settled, and then to leave for only short breaks until they are ready to be left for a full session.

Only once your child is sure of their new environment and that you will be collecting him/her at the end of the session, will s/he begin to join in the activities that we provide. This is when the learning and teaching can begin! Children learn when they are relaxed and having fun.

The Nursery Curriculum:

Early years' education is the foundation upon which children build the rest of their lives. It is a crucial stage in terms of children's personal, social, emotion and intellectual development.

We aim to provide a happy and stimulating environment where children can develop and reach their potential. We provide a broad and balanced curriculum through active learning and first hand experiences. We treat every child as an individual, with special interests and needs and we place great importance in getting to know your child well.

Children in the nursery learn through a play-based curriculum. Playing is a child's way of discovering and making sense of the world around them. During the nursery session children will take part in free choice and adult-led activities as well as adult-led carpet sessions for stories, singing, maths and phonic work.

The skills and concepts the children learn in nursery also begin to prepare them for their time in school. Our curriculum is based on the Government's curriculum for 0-5 year olds (The Early Years Foundation Stage).

There are seven areas of the Early Years curriculum. They are:

Personal and Social Development; making relationships, self-confidence & self awareness, managing feelings & behaviour

We aim to build children's confidence in all areas of learning and very importantly in themselves as individuals. Children are helped in developing a positive sense of themselves. We encourage and teach children to be independent within the familiar boundaries of the nursery and school. This enables them to achieve their full potential, participating in activities at their own individual level. When children are confident and happy they will participate in the learning environment created for them. Children are encouraged to interact appropriately and develop a respect for others. They develop social skills and learn how to manage their feelings as well as to understand appropriate behaviour.

Communication and Language; listening & attention, understanding, speaking

We encourage children to use their home language confidently before they try to use English. We encourage them to talk about what they draw, paint, make, build, explore and find in the nursery and at home. Many children can take a long time to begin to use English but they can still learn a lot from observing activities around them.

In the nursery children experience a rich language environment. They are helped to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations. All children learn best through activities and experiences that engage all the senses. For example music, dance, rhymes and songs play a key role in language development.

Physical Development; moving & handling, health & self-care.

We provide opportunities for children to be active and to improve their skills of co-ordination, control manipulation and movement. We provide a range of outdoor equipment to help the children grow physically strong and agile. These chosen activities can be climbing, pushing and pulling toys, running and using small apparatus for throwing and catching. The children learn to share and co-operate with others and to persist in activities, practising new and existing skills and learning from their mistakes. We also provide lots of activities for children to develop their fine motor skills. We call these 'finger gym' activities. These activities strengthen the muscles in the hand in order to prepare children for holding a pencil. Children are also supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

Literacy; reading, writing

We encourage children to look at and enjoy books. Once children are interested in stories and books, they will want to learn to read for themselves. We expect children to treat books carefully and we help them to use them properly. You can help your child by sharing books together, visiting the library and choosing books your child has shown an interest in. Let your child talk about the pictures in the books as well as read and/or tell stories to your child. If your child sees you reading and enjoying it, (newspapers, magazines, letters etc) it will show him/her the fun reading can bring.

Children have a daily phonic session where they are helped in hearing and learning the individual sounds in words. Once they can hear these sounds, they are taught the corresponding letter of the alphabet.

We encourage children to enjoy drawing, and we value everything they do. Making marks on paper – scribbles and shapes - will build into the early stages of writing letters and numbers. We demonstrate and then teach the children how to write letters when individuals are ready. They first learn to write their own names using a capital letter at the beginning followed by lower case letters.

Mathematics; numbers, shape, space & measure

In the nursery children are given opportunities to experience mathematical activities in a practical way. Mathematical language is used with the children as often as possible and they are encouraged to use it when they play and work. Practical activities allow children to learn about number, shapes, patterns and measurement, and also how to enjoy mathematics. This happens when working with water, sand, play dough, puzzles, construction toys; when cooking; when playing in the imaginative area; and through singing rhymes and sharing stories.

Understanding the World; people & communities, the world, technology

This area of learning is the basis for understanding facts and concepts in history, geography, religious awareness, technology, and scientific exploration. Children are supported in developing the knowledge, skills and understanding that helps them to make sense of the world and community. They are provided with opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive Arts & Design; exploring & using media & materials, being imaginative

This area involves enabling children to explore and play with a wide range of media and materials. It also provides opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play, and design and technology. Children explore using their imaginations, develop fine motor skills and realise how to express their ideas and emotions.

<u>The Outdoor Curriculum</u>

The Early Years Foundation Stage curriculum states that children should have opportunities to play outside every day. Each of the seven areas of learning are provided for both indoors and outdoors. Once the children have settled and the register has been taken the nursery door is opened to allow children to move between the indoor and outdoor environments. Outdoor play offers opportunities for different activities and learning to take place that cannot be provided in the indoor environment alone. Many larger scale activities are done outside as well as those that help children to develop gross motor skills such as climbing, throwing, catching, etc. Children also have opportunities for first-hand experience of the weather, seasons and natural world. **Children will go out in *all* weather conditions therefore they should be dressed accordingly.**

<u>Assessment</u>

Staff are continuously assessing children in the nursery to find out their stage of development in all areas of learning as well as their individual needs and interests. Assessment is done through observing children in their self-chosen play activities as well as during activities carried out with an adult. These assessments form part of your child's individual profile that is called their 'Learning Journey'. You will have opportunities to see your child's Learning Journey throughout the year. We

encourage parents to contribute their comments about their child's learning too as often children demonstrate different abilities in their home environment.

In July your child will receive an end of year report. This will provide information about how your child has developed in each of the areas of the curriculum. If your child is continuing to a reception class at Roe Green, this report will summarise your child's achievements and they will receive their full report once they complete the Early Years Foundation Stage at the end of Reception.

Medication

It is very important that staff are kept informed of any long or short-term illnesses your child may have. If your child requires medication for illnesses such as, asthma or eczema, or any allergies or food intolerances, it should be handed to a member of staff and you will be asked to sign an indemnity form. You well also be asked to complete a health care plan with our Welfare Officer, Mrs Jackson.

Attendance

It is very important that your child attends nursery regularly. Children should only be absent if they are too unwell to attend. Please **do not** keep your child off for any other reason as they will they miss valuable learning experiences. Your child's nursery experience establishes important expectations and routines for their future schooling. If your child has persistent absences you will be contacted by the Attendance Coordinator. If the absence continues, the Attendance Coordinator will call in an Educational Welfare Officer from the local authority. If your child is sick please phone the school office on 020 8204 3531 or send a note on your child's return.

Clothing

At nursery children are encouraged to explore and become independent learners.

To help your child please dress him/her in practical clothes suitable for using the toilet independently. ***Old clothing, tracksuits and trainers are particularly suitable. Please do not dress your children in dungarees, belts or tight clothing.***

Children should come to nursery wearing appropriate shoes. **Open toed shoes are not appropriate for nursery.** As they play outside every day, a suitable coat for the type of weather is also essential. Please label your child's clothing with their name, including gloves, hats, etc. Children often misplace their belongings and it is much easier for staff to return lost clothing if it is labelled.

Sometimes children become wet or messy during their time at nursery. Whatever the reason, children are changed into dry clothing straight away ***without*** fuss. Wet clothing is placed in bag and sent home at the end of the nursery session. Please wash and return loaned clothing, ***as soon as possible,*** to the nursery staff. Please do not discipline your child for what happens at school. They are encouraged to explore all of the activities.

Unfortunately, **we do not have** any nappy changing facilities in the nursery. Therefore, it would be a great help to the nursery staff if you could toilet train your child over the summer holidays! If your child wets themselves we will change their clothing. However, if your child soils themselves, a member of staff will telephone you to come and change your child.

Open Evenings

We hold several meetings over the year to discuss your child's progress at nursery. All parents are expected to attend without their children. This is an important opportunity for you to find out about your child's progress and for you to ask any questions you may have.

Cooking

We ask for a ***voluntary contribution of £5.00 each term*** towards the cost of ingredients for cooking activities as well as play dough. Alternatively you can choose to pay **£15** at the beginning of the school year to cover the three terms. Cooking is a valuable experience, teaching mathematical and scientific concepts in a fun way.

Milk/Fruit

Children will be given milk and fruit during snack time each every day. Please encourage your child to have milk and fruit. If there is a reason for your child not to have milk or fruit please let a member of staff know.

Behaviour

The rules we have in the nursery are those that are taught and shared in the main school. The rules help and encourage children to work and play together harmoniously. The rules are included here so that you can talk about them and reinforce them at home.

Roe Green Infants School Rules

We are a happy school because…

1. We listen to and follow instructions.
2. We care and share.
3. We are honest.
4. We keep our hands and feet to ourselves.
5. We help each other learn and enjoy.

We promote and acknowledge positive behaviour. When we ask children not to do something we explain why it is not acceptable in a calm and consistent manner.

Ethos

Our ethos at Roe Green Infant School:

(We are) ***Proud to be…. Respectful, Resilient, Trustworthy, Safe & Healthy, Positive, Creative An achiever, Independent, Honest and Friendly.***

We ensure that we share and discuss our ethos with the children. We talk about the meaning of each word and why we should be proud to be part of our school

Special Educational Needs & Disabilities (SEND)

We have a positive and caring attitude to children who may be experiencing difficulties. Our comprehensive policy includes a 'whole-school' system for identifying and supporting children who may have learning difficulties of any kind. This may include behaviour, which affects learning. The education authority allocates special funding to the school for SEND provision.

The Special Educational Needs & Disabilities Co-ordinator (SENDCO) works closely with class teachers to produce targets, update records and co-ordinate with other services e.g. Speech Therapy, Health Visitors and Education Psychologist for those children.

Child Protection

We work in partnership with parents to support children and their families in every way possible. However, we have a clear legal responsibility to safeguard and promote the welfare of all our children. If concerns are raised within the school, or a situation is reported to us involving possible abuse, we are obliged to refer it to Social Services. This is in line with Government and Brent policy.

Helping in the Nursery

We welcome parent helpers in the nursery. If you can help in any way e.g. reading stories, cooking, singing, or sewing with the children, please let us know.

Outings/Photographs

Occasionally local outings may be planned to support a particular topic that is being taught e.g. a trip to the local green grocers when learning about fruit and healthy eating. In the summer term the children and staff go on their main outing by coach, usually to the farm. In order for these events to happen we need parents to volunteer to help and parental consent will also be sought.

Photographs are often taken of the children during their time at nursery. These are used for assessment purposes and may also be used on the school website. If you do not wish your child's photograph to be used for purposes other than assessment or for use in the nursery you will need to indicate so on the relevant consent form.

How you can help your child:

- Praise and value all attempts at drawing, writing, painting and modelling.
- Encourage your child to be **independent.**
- Choose comfortable, suitable clothes for your child.
- Talk and listen to your child about everything!
- Play games together.
- Share interests–cooking, gardening, swimming
- **Be consistent** with praise and boundaries of behaviour.
- Share information about the family environment with the nursery staff. It will be listened to sensitively and confidentially.
- Bring and collect your child on time.
- Read to your child and tell her/him stories.
- Inform a member of staff straight away if your details have changed so that we can update our records.
- Read the information that displayed by both external doors at the nursery. This will give you an idea of the activities going on in the nursery and will be a valuable talking point for you and your child. Important reminders will also be displayed here.

If you have any questions please do not hesitate to ask a member of the nursery team who will be happy to help you.

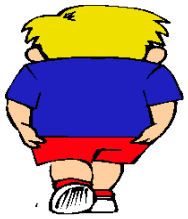
We wish your child success and happiness at Roe Green Infant School Nursery.

Playing Together

What to do if something goes wrong.

What happens if someone hurts you or upsets you while you are playing or working?

1st Tell them to stop it because you don't like it



2nd If they do it again, walk away or go and tell an adult.

3rd If they still bother you, find an adult or get a friend to fetch help.

Remember, if you cannot sort it out yourself - GET HELP