Nursery Booklet
For September 2019 Entry

West Acton Primary School
Noel Road, Acton
W3 OJL
Telephone Number: 020 8992 3144
Email address: admin@west-acton.ealing.sch.uk
Welcome to West Acton Nursery. We look forward to working with you and your child throughout this coming year.

Head Teacher – Miss Karen Kondo
Deputy Head – Mrs Carole Ives
Assistant Head EYFS/KS1 – Mr Ed Humble
Assistant Head KS2 – Mrs Ali Langston
SENDCO – Ms Jude Lucas

Acorn Class Nursery Staff

Mr Murch - Nursery Teacher
Miss Iacurci - Nursery Nurse
Mrs Shah - Nursery Nurse

Why not visit our school website? [www.westactonprimaryschool.org](http://www.westactonprimaryschool.org)

Download the school mobile app: search ‘School Jotter’ in your mobile app store.
Starting school is an exciting time, but can sometimes be a bit worrying for young children.

We hope that the information in this booklet will help explain many of the aspects of our Nursery which your child will experience and enjoy.

At West Acton Nursery we work together to ensure that your child feels safe and secure in what may be his/her first experience of separation from home.

Your child may need some support with the settling in process; how long this support is needed depends on your child and our Nursery staff will do their utmost to ease this process.

**From Monday 9\textsuperscript{th} September** in order to aid the settling in process, children will be allocated one session during this week to attend Nursery with a limited amount of children to per session. Returning children and full time children will start full time from Monday 9\textsuperscript{th} September.

**From Monday 16\textsuperscript{th} September** unless they have not settled, which the teacher will discuss with you, children will attend nursery every day

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**HOME VISITS**

At the beginning of the school year, Nursery staff will visit you and your child at your home. This provides an opportunity for you and your child to meet our staff in a familiar environment to your child.

It is an opportunity for our Nursery staff to find out more about your child and discuss ways to help the settling in process, including any concerns you or your child may have about starting Nursery.
NURSERY TIMES

The **morning Nursery** session starts at 8:55am and finishes at 11:55am (the main gate to the school will open at 11:50am).

The **afternoon Nursery** session starts at 12:15pm and finishes at 3:15pm (the main gate to the school will open at 3:10pm).

We offer a limited number of **full time Nursery** places. These start at 8:55 and finish at 3:15. They are subject to eligibility – please ask the school office for further information.

DROPPING OFF AND COLLECTING YOUR CHILD

**Dropping off your child**

The gates will open automatically and once the nursery door has been opened by a member of staff you are welcome to bring your child in. Children will need to put away their book bag, hang their coat up and find their name card. Please support them to do this independently by looking for their name and practising undoing and doing up their coat.

There will be inviting activities out for the children and once they are settled you are free to leave. As the year progresses we encourage children to begin to come in more independently.

Drop off is always quite busy, so if you do wish to talk to staff please, where possible, arrange to speak at the end of a session. In addition, you can speak to one of the office staff and leave a message or a request to be contacted, however we would request that wherever possible you speak directly to your child’s teacher.

If your collection arrangements change please tell us in advance, particularly if your child is to be collected by someone we do not know. When collecting, again please respect the Outside Area.

**Collecting your child**

The gates will open automatically at collection time and parents/carers can wait by the nursery door until they are opened by a member of staff. A member of staff stands by the door at the beginning and end of each session.
IMPORTANT

If somebody else is going to collect your child, please let a member of staff know at the beginning of the session. **We cannot let a child go with another adult unless we have your permission in advance to do so.**

SETTLING IN

We work together with each individual child and their family to ensure that each child settles in happily at Nursery. Here are some things you can do to ease the transition into Nursery:

- **Be on time:** a routine helps children to feel safe and secure and arriving late may cause stress and anxiety for you both.

- **Be positive:** make your farewell as positive as you can. If you are anxious or upset please try not to show this to your child as it will increase any anxiety they may have.

- **Say goodbye:** when you drop off the best thing to do is let them know you are going, give them a quick hug and then say goodbye and see you soon.

- **Trust the staff:** let the teacher and Nursery Nurses take responsibility for your child, even if your child becomes upset.
PUNCTUALITY AND ATTENDANCE

We do expect that children will arrive and be collected on time. This helps to establish a good routine and expectations throughout time in school. School must be informed if you are running late to collect your child.

If your child arrives at school late you will need to report to the front office. A late arrival will mean a late mark for your child on the register. Being late impacts not only their learning but also their social and emotional wellbeing.

Please inform us if your child is going to be absent for any reason by letting us know by contacting the school office on 020 8992 3144 or admin@west-acton.ealing.sch.uk

TOILETING

• Please make every effort to help your child be toilet trained before starting at Nursery.

• Inform staff of the stage your child is at during the home visit.

• If not toilet trained – children must be in pull ups not nappies. Please bring a named bag with spare pull ups, wipes, nappy sacks and a fold up changing mat.

• If your child wets his/herself – we are able to support her/him changing.

• If your child soils his/herself – we would encourage the child to clean themselves and will assist as necessary. We will inform parents and if this is a regular occurrence may make a plan to support the child and may request parental assistance.

• Please supply the appropriate number of changes of clothes in relation to your child’s situation but for the occasional accident we have some spare clothes in Nursery.

• Going to the toilet can be quite worrying for young children, please reassure them and keep staff updated with any issues or concerns.
SNACKS

Milk is provided free of charge for children under 5 years of age. If you would like your child to receive milk please register online at www.coolmilk.com.

Please provide a bottle of still water. Nursery provides free fruit which is available either during milk and fruit time or at our snack station.

SCHOOL UNIFORM

All children in Nursery are required to wear a simple uniform. The uniform consists of the following:-

- Black or grey jogging bottoms (not leggings)
- White polo shirt
- Green school logo V neck sweatshirt or cardigan (new for Sept. 2019)
- Black shoes. All shoes must have black soles.
- Grey/bottle green tights or socks
- Grey/bottle green or white headscarf

School Uniform can be purchased from either Ace Clothing in store (based in Wembley), online at www.aceclothing.co.uk or by telephone on 0208 045 0296.

It is important that your child brings a warm coat during the winter months and a light jacket or cardigan in the summer. If your child wears wellington boots to come to school, because it is wet or very cold, please bring a change of shoes for him/her to change into.

For safety reasons, we ask that children do not wear jewellery including bangles, necklaces or rings. If they have pierced ears, only studs are acceptable.

If your child has long hair, we recommend that it is tied back securely.

PLEASE NOTE THAT ALL CLOTHING ITEMS MUST BE NAMED.

Please encourage your child to learn to dress and undress independently, especially coats, socks and shoes. Trousers/skirts with elasticated waists and sensible shoes with Velcro fastenings will make it easier for your child to become independent.

THE EARLY YEARS FOUNDATION STAGE CURRICULUM
The Foundation Stage covers the Nursery and Reception years. The Early Years Foundation Stage Curriculum is a progressive play based curriculum that allows your child to develop and learn at his/her own speed. Our Nursery is organised to meet the developmental needs of your child and he/she will be encouraged to experiment and explore his/her learning environment.

Your child will be given a wide degree of choice for most of the sessions but will on occasion be invited to work/play on a particular task for a period of time with adult support.

The Early Years Curriculum

The Characteristics of Effective Learning underpin the Early Years Foundation Stage Curriculum and underpin learning and development across all areas:
1. **Playing and Exploring – Engagement**: Finding out and exploring; playing with what they know; being willing to ‘have a go’.
2. **Active Learning – Motivation**: Being involved and concentrating; keeping trying; enjoying achieving what they set out to do
3. **Creating and Thinking Critically – Thinking**: Having their own ideas; making links; choosing ways to do things

There are seven areas of learning and development within the curriculum. All areas of learning and development are important and interconnected. The three Prime Areas are particularly crucial for igniting children’s curiosity, enthusiasm for learning and building capacity to learn.

The Prime areas

These are the fundamental skills for school readiness. In Nursery we focus strongly on these three Prime Areas which are the basis for successful learning.

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

The Prime Areas reflect the key skills and capacities all children need to develop and learn effectively, and become ready for school.

The Specific Areas
Specific Areas include essential skills and knowledge. They develop out of the Prime Areas and provide the important context for learning.

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

Nursery will provide activities and experiences in all these areas.

### PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

This area of learning is about teaching your child to feel good about himself/herself, developing respect for others and a positive disposition to learning. Our Nursery staff plan activities that help to promote emotional, moral, spiritual and social development in conjunction with activities across the curriculum. Your child’s experiences will help him/her to develop independence and enthusiasm for learning.

Each child is unique and our Nursery aims to provide opportunities for children to play in a group and demonstrate friendly behaviour, talking and forming good relationships with adults and peers. Children are supported to develop good behaviour, including an awareness of own and others’ feelings, sharing and taking turns.

The Nursery environment enables children to develop skills to play co-operatively, select resources and activities independently and gives your child an opportunity to express their feelings, to use language, to develop literacy and problem solving skills and to learn without fear of failure.

### COMMUNICATION AND LANGUAGE

This area of learning includes listening and attention, understanding and speaking in different situations and for different purposes.

Children will take part in small group and whole class work where they will learn to take turns talking and listening to others. Children will be introduced to rhymes, stories, songs and games. We will encourage prediction and explanations about stories, use gestures and model good use of language and listening skills.
We will provide practical experiences that encourage children to ask and respond to questions, prompt children’s thinking and discussions and talk to children about what they have been doing so they can reflect and explain.

There will also be story time where your child will learn reading and listening skills as well as developing an interest in stories and books.

**PHYSICAL DEVELOPMENT**

This area of learning is all about developing skills of co-ordination and control, manipulation and movement. Children learn by being active and physical development takes place across all areas of the curriculum. It helps children to gain confidence in what they do and enables them to feel the positive benefits of being healthy and active.

Your child will be involved in activities which will help him/her to develop his/her gross motor skills, such as learning to ride wheeled toys that require pedalling or learning to push/pull toys to avoid obstacles. Activities such as action rhymes, stories, music and props will be used to encourage movement and dance. Development of gross motor skills also helps to develop fine motor skills.

Fine motor skills will be developed through a variety of activities including handling ‘small world’ toys such as play people, construction sets, cutting, threading and use of modelling materials. Development of these fine motor skills enables children to develop their pencil grip and control in mark making activities, enabling them to be able to form letters correctly in their writing.

**LITERACY**

All children learn best through activities and experiences that engage all the senses. Your child will be encouraged to participate in activities which will help to develop their phonological awareness including their sense of rhyme, alliteration and awareness of letters and sounds.

Children are provided with opportunities to develop the skills needed for early reading and writing. A wide variety of resources including mark making, drawing and modelling will help to develop these skills.

Your child will be encouraged to express his/her ideas during play activities. They will develop their writing skills as part of purposeful play, for example building a model car and labelling it. He/she will be encouraged to read and write his/her own name.
MATHEMATICS

This area of learning includes counting, sorting, matching, recognising patterns, making connections and working with numbers, shapes and measures.

Your child will develop mathematical understanding through story, songs, games and imaginative play. Our Nursery staff will provide a range of activities which enable mathematical learning for example, exploring shape, size and pattern.

Children are encouraged to use mathematical language during play and daily routines. Paintings, drawing, making models, playing with sand and water, preparing food and role-play all provide opportunities for the discussion of mathematical ideas. Our Nursery staff will encourage mathematical development by supporting your child’s play and asking appropriate questions such as “How many people have you drawn?”, “Have all the vehicles got the same number of wheels?”

UNDERSTANDING THE WORLD

In this area of learning, your child will develop the crucial knowledge, skills and understanding that will help them to make sense of their immediate world. Your child will take part in activities based on first hand experiences that encourage exploration, observation, problem solving and discussion with teachers, friends and visitors to the Nursery. This forms the foundation for later work in Science, Design and Technology, History, Geography and ICT.

Children will be involved in using a range of ICT equipment such as programmable toys, cameras, IPads and the interactive whiteboard.

At Nursery your child will begin to learn about their own and different cultures and participate in different cultural celebrations.

EXPRESSIVE ARTS AND DESIGN

This area of learning includes art, music, dance, role-play, construction and imaginative play. Your child’s responses to what he/she sees, hears and experiences are individual and the way he/she represents these experiences is unique.

Our Nursery will provide a range of activities such as dance and movement, art and sculpture using a range of craft materials, singing, music, storytelling and role play to explore using their senses.
BRITISH VALUES

We are a diverse school community with 654 pupils and over 40 languages. We benefit enormously from our rich cultural community and irrespective of our many nationalities, pupils, staff, governors and parents are proud to actively promote British values:

- Democracy
- Rule of Law
- Individual Liberty
- Mutual respect and tolerance for those of different faiths and beliefs

YOUR CHILD’S DEVELOPMENT

A record of your child’s progress will be kept by the Nursery staff and you will have an opportunity to discuss progress and development with our Nursery staff at parents’ evenings and at any other time by appointment. You will be given additional information about our Nursery throughout the year including half termly topic plans which will explain the activities and learning your child will be involved in. We encourage parental contributions towards our record of your child’s progress.

Parents’ Evenings
Parents’ evenings take place twice a year, once in the autumn term and once in the spring term. This is a chance for parents to discuss their child’s progress and ask any questions that they may have. Parents are asked to sign up for a time slot in advance. You will receive your child’s report in July.

Book Looks
Parents are invited in three times a year to look at their child’s books.
**Wow Books**
Every child will have a large exercise book to bring home called a WOW book. This is for you to share news, events and stories from your holidays and weekends with us. It helps us build a bigger and better picture of your child. If you are not sure what to put in, please ask for ideas. Every week the children will enjoy this book together with their friends and teachers.

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**BEHAVIOUR MANAGEMENT**

We encourage the children to make ‘good choices’ at Nursery. These ‘good choices’ usually include the following ideas:

- We listen when our teachers and friends are talking.
- We use our words, not our hands and feet.
- We walk inside and can run outside.
- We don’t shout.
- When we have finished playing with something, we put it back.
- We don’t hurt anyone. If we hurt someone, we consider their feelings and help them to feel better.

If these ‘good choices’ are not respected and turn into ‘bad choices’, the following strategies will be used:

- Discuss the incident with the child or children involved and encourage that they acknowledge others involved.
- Attention is drawn back to the incident and the appropriate behaviour is explained.
- If the Nursery staff feel it is appropriate they may use a brief period of ‘time out’ for a child who repeatedly makes ‘bad choices’. The child will sit on a chair for a few minutes. A sand timer will be used as a visual sign of how long the time out will last. When the ‘time out’ is finished an adult will talk with the child about why they were given ‘time out’ and appropriate behaviour reinforced.
- We encourage parents to enforce similar behavioural expectations at home. You are welcome to talk to staff about any behaviours that you are concerned with and we can work together to find a solution.
Please do let us know if you have any concerns or if your child has a need or individual programme from a professional already in place.

We believe that all children, including those identified as having Special Educational Needs or Disabilities (SEND), are entitled to a broad and balanced academic and social curriculum. Alongside quality first teaching and a rich curriculum offer, we may also provide additional and different provision in order to support children with Special Educational Needs and Disabilities (SEND).

Due to the personalised and highly differentiated nature of our support for learners with SEND, the SEND information below is subject to change. Not every intervention will be available to every child with SEND. Allocation of specialist services and intervention will be dependent on need, funding and specialist teacher/service availability.

The SENDCO (Special Educational Needs and Disabilities Co-ordinator) oversees the day-to-day operation of the school’s SEND Policy and co-ordinates the provision for pupils with special educational needs and disabilities. She coordinates and liaises with external professionals, ensuring appropriate support and interventions are implemented and reviewed.

All interventions and provisions provided are personalised in order to ensure highly differentiated curriculum support. Alongside this, pupil progress is regularly monitored, to ensure academic and personal achievement and that barriers to learning are being removed.

Who should I speak to if I have concerns about my child?

Parents and carers with concerns about their child should, in the first instance, arrange to meet with the class teacher. In some cases the teacher may ask for a meeting with you if they have concerns. If appropriate, support may be put in place such as an intervention.

If after a period of interventions and adjustments your child still does not make adequate progress, the class teacher will refer to the SENDCO and assessments may be carried out to provide more detailed information about your child’s barriers to learning. These will be investigated by the SENDCO in consultation with parents and carers and may lead to referrals to outside agencies.
SAFEGUARDING

- Your child's safety is of paramount importance to our school and we have clear and consistent procedures in place to ensure that your child is safe. We meet all of the statutory requirements and regularly monitor safeguarding provision.
- **No mobile phones to be used in the Early Years Building.**
- We have a team responsible for Child Protection and Safeguarding who meet regularly with the lead governors for safeguarding to monitor the impact of what we have in place; also ensuring we adhere to all legislation.

Areas that safeguarding cover include:
- Child protection,
- E-Safety,
- Trips,
- Health and Safety,
- Recruitment of staff
- PREVENT duty

Our school Designated Safeguarding Leads are:
- Mrs Carole Ives (Deputy Headteacher)
- Miss Karen Kondo (Headteacher)

BIRTHDAYS

Birthdays can be a special time for children and we will celebrate your child's birthday in class by singing happy birthday and allowing them to talk about their birthday with the class.

If they wish to, children are allowed to bring in a small snack to share with the children in their class on this special occasion. This could be some fruit, homemade popcorn, or a small sweet, cake or biscuit type food. We do ask that anything brought in is in small individual portions. School staff will not be able to cut up large cakes to share out.

Any food brought in to share will be given out before home time and not eaten during the school day. It is important that you do not hand out treats yourself as we may have some children unable to eat some treats due to allergies and some children who cannot eat sweets that contain non-halal gelatin. By allowing us to hand out treats, parents are then able to decide if their child may eat them.

**Foods containing nuts should never be brought into school as we have some children who are allergic to these.**
To ensure the health of other children and staff, your child must stay at home when they are ill. If they have had vomiting or diarrhoea, they MUST stay away from school for 24 hours after the last symptoms occurred.

Colds and runny noses are common in winter and we encourage parents to use their discretion when bringing children with colds. If the child is contagious and obviously not well enough for school, please keep them at home until they are feeling better.

If your child becomes ill during the session, we will call you to come and collect them.

Allergies and medical needs will be discussed during the parent consultation prior to starting school in September. Please inform the office staff about any changes to your child’s health so we can make sure their needs are being met.

If your child has an infectious disease during a holiday period that you think we should be aware of, please let us know when your child returns to school.

Medicines

If your child has been prescribed antibiotics and needs to take them during the school day please contact the school to discuss this.

We are not able to give medicines or over the counter remedies that have been bought from the chemist. **We are ONLY able to administer emergency medication to your child that has been prescribed by a doctor i.e. Epi-Pens and asthma inhalers.** Emergency medication will be kept in the welfare room and in your child’s class.

All medicines should be collected from the school office at the end of the academic year and returned on your child’s first day back after the summer break.

Accidents

The Nursery Nurses have Paediatric First Aid certificates and we have an on-site welfare room.

**Minor accidents** such as cuts, grazes, bumps and scratches are dealt with at school. Cold compresses, sticking plasters and sympathy are the only things that are used and parents are informed of any incidents.

**More serious accidents** such as open wounds, head injuries, broken or sore limbs, are dealt with by the school’s welfare office and parents will be called or sent a text.
CONSENT

During your child’s time in Nursery, we may take photos of the different things he/she has been learning. We may use these images in our school’s prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Please don’t forget to complete the consent section on the yellow registration form to confirm your consent to the school using photos of your child’s learning.

As part of the varied curriculum that we offer we may from time to time take your child out on local trips within the West Acton area.

PARENT PAY

- When your child starts, you will receive login details for Parent Pay.
- All payments for school trips, clubs and visits must be paid online.
- This helps you to monitor and have a record available to you at any time of all purchases made to the school.
- If you need assistance in setting up your account, the staff in the school office will be able to help you.

DO NOT THROW ANYTHING AWAY!

Do you have anything useful from home or your place of work that would normally be thrown away? For example, paper, card, computer paper, fabric, wallpaper or carpet samples. Please let us know.

FINAL NOTES

We look forward to working as a team with you and your child this year.

Please do not hesitate to ask any questions that we have not answered in this booklet.