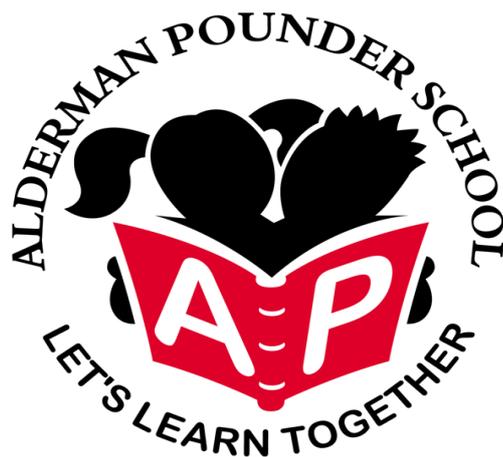


Alderman Pounder Nursery Information Booklet



Opening Hours

7.30am – 5.45pm (4.45pm on a Friday)

Main Learning Session Times

Morning: 8.45am – 11.45am

Afternoon: 12.30pm – 3.30pm

Welcome

We would like to welcome you to the Alderman Pounder Nursery, affectionately known as **Seedlings**.

We are delighted you have chosen our Nursery for the start of your child's educational journey.

At Seedlings we welcome children into a secure, happy and stimulating environment. All children are offered equal opportunities to learn through a wide variety of play activities. These are carefully structured to build upon the knowledge and experience which children bring from their lives outside school.

We encourage children to become confident, independent members of this caring community by helping them to experience success. By developing their self-esteem and self-confidence and showing we value friendship and co-operation, we help them to show respect for other people, cultures, property and their surroundings. We allow them to make informed choices and encourage them to take responsibility for the decisions they make.

The staff provide a wide range of activities and experiences through which children can become confident in working and communicating with different adults and children. They learn to express their ideas, to ask questions and to listen to the answers. They learn when it is appropriate to join in with others and when to concentrate on their own activity.

We aim to develop a partnership between parents and school which will be of benefit to the children, their families and the school itself.

We pride ourselves in being very approachable and you are always welcome to come in and have a chat if you have any concerns or you feel there is something specific that you think we need to know. If you think you may need a longer discussion then please make an appointment to see your child's key worker after 3.30pm. The more information you give us the better we can support your child.

We hope you will find this leaflet helpful. If you want any more information or advice, please ask the nursery staff.

We look forward to meeting you and your child and welcoming you to our school.

Mrs E Goulbourn
Nursery (FS1) Coordinator

Seedlings Staff

Mrs E Goulbourn

Miss D Blackwell

Mrs H Saccomando

Mrs L Burrows

Teacher and Nursery
(FS1) Coordinator

Teaching Assistant

Teaching Assistant

Teaching Assistant



The Potting Shed

Our Seedlings nursery is situated on the same site as the infant school, although the building is actually separate from it. This building is referred to as The Potting Shed. The office is based in the main school building.

The aims of the Seedlings

The period from birth to age five is described as the Foundation Stage. In Seedlings (nursery) the children are in Foundation Stage 1 (FS1). When they move into school they are regarded as Foundation Stage 2 (FS2).



Foundation Stage is a distinct stage and important both in its own right and in preparing children for later schooling. The curriculum in FS1 is based on the Early Years Foundation Stage document which is a statutory framework used by all pre-school settings. Therefore, if your child has been to a different form of childcare prior to starting FS1, such as a playgroup or child minder, their experience will be continuous and progressive.

It is organised into seven areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Understanding of the World
- Mathematics
- Literacy
- Physical Development
- Expressive Arts and Design

We have a rolling curriculum programme which ensures that different areas of the curriculum are taught on different days each week so, regardless of which days of the week your child attends, they still have complete coverage of the 7 areas of learning.

Starting at Seedlings

The initial home visit is crucial in helping your child settle. This is an opportunity for children to meet their key workers in the comfort and safety of their own home. Children can show them their favourite toys or books and this gives key workers a head start in getting to know them. It also gives the key worker a chance to talk to the parents and make a start on the children's individual profile book. This book records their progress from entry until exit.

Following the home visit the children are then able to start their normal sessions. A start date will be issued by the school office. We stagger the entry of new starters to ensure we can give children the time and attention they need. Parents are welcome to stay for a short period of their first session, if they feel that is appropriate.

In our experience all children settle differently, some children settle easily, some settle initially but then have a little wobble a week or so later and others cry straight away. Whatever they do we will adapt our approach to suit them individually and give them as much support as they need. If your child does become upset please could you just give them a hug and say goodbye and we will be there to hold their hand. Our priority will be to put them at ease and reassure them that nursery is a safe place where they will make friends and have fun. We will always phone you later in the morning to let you know your child has settled.

Our day in Seedlings

Every day is planned carefully to ensure coverage of the Early Years Curriculum and our staff are highly skilled in being flexible to maximise any learning opportunities that arise.

Phonics Lessons

Phonics is one of the most important things they can learn, as it has a huge impact on their ability to read and write. Due to this all children have a daily phonics lesson which uses the StoryTime Phonics programme. This is a very successful multi-sensory method of teaching letter sounds [phonemes]. Each week the children will be introduced to a new phoneme through a story book and they will be given a 'sound of the week' sticker. We would encourage you to ask your child about their new phoneme and to join in with them saying the letter sound and making the accompanying action.

Tumble Time

Tumble Time is a programme delivered on a Tuesday in the school hall by Mr Kirk who is an external sports consultant. We believe Tumble Time helps to build strong bodies and minds. While teaching children important physical skills we also strive to develop emotional and social skills that will benefit them now and throughout life.

Meals

Throughout the day the children are offered a variety of snacks and meals, depending on the sessions that they attend. Squash, milk and water will be available every day.

| | |
|---|--|
| Breakfast | A mixture of cereals and toast, with a drink |
| Learning Session 1 (AM) & Learning Session 2 (PM) | There is a mid-morning/afternoon snack with a drink during the learning session. In line with our healthy eating policy, this will be fruit or vegetables, with either milk or water |
| Lunch | We are delighted to be able to offer a hot dinner at lunchtime. This will be the same menu as school and will be provided by the school catering team. A copy of the menu is available on the school website |
| Afterschool Club | A light tea – below is an example of a typical menu |

Example menu week 1

| | |
|------------------|--|
| Monday | pitta bread, veg sticks and hummus |
| Tuesday | cheese & ham sandwiches, veg sticks, fruit |
| Wednesday | pancakes, fruit/honey drizzle, fruit, yogurt |
| Thursday | toasted muffins, cheese, fruit |
| Friday | crackers and cheese, veg sticks, fruit |

Example menu week 2

| | |
|------------------|---|
| Monday | crumpets, fruit salad, yogurt |
| Tuesday | pizza, veg sticks, fruit |
| Wednesday | teacakes with a choice of spread, banana |
| Thursday | wraps with cheese spread and ham, veg sticks, fruit |
| Friday | fruit/cheese/plain scones, fruit |

Milk

Milk is provided free of charge to children under five. The office will register all of the children automatically when they start. It is not a problem if your child doesn't like milk, as water is always offered as an alternative.

Enhanced Provision

We like to offer activities in addition to the core curriculum to enhance the children's learning and development and to making learning fun. This will include baking, gardening, food tasting and discovery weeks. We are asking for a small donation of **£5.00 per child** to be paid in September which will cover this enhanced provision for the whole school year. The money is used to subsidise the cost of ingredients, seeds, and materials. Please send this money in a named envelope during the first week of term.

Session Times and Funding



Our new timetable shown below, which is for school term-time only, is divided into different sessions, some of which you will be entitled to claim as their 15 hours early years entitlement, funded by the government, and some of which you will need to pay for as additional sessions.

Parents select a minimum of 5 sessions per week, from either session 1 or session 2 which are classed as our learning sessions. The school will claim the full 15 hours early years entitlement from the government.

| Session | Activity | Cost |
|---|--|--------|
| 7.30am - 8.45am | Breakfast Club | £5.00 |
| 8.45am - 11.45am | Learning Session 1 (Can be used against the 15 hours government funding) | £12.00 |
| 11.45am - 12.30pm | Lunch This includes a hot dinner provided by the school kitchen team | £5.00 |
| 12.30pm - 3.30pm | Learning Session 2 (Can be used against the 15 hours government funding) | £12.00 |
| 3.30pm – 5.45pm* *4.45pm on a Friday | Afterschool Club | £9.00 |

Changes to agreed sessions can be made if put in writing with a minimum of 4 weeks' notice.

Payment Process

Invoices will be raised on a monthly basis for any additional sessions selected in excess of the government funded 15 hours, which are payable in advance. This is to ensure that there are suitable staffing ratios for the number of children attending each session. Please contact our Business Manager if you would like to arrange payment via a 'salary sacrifice' scheme. Invoices will be issued on the 20th of the month to be paid by the 1st of the month.

Clothing

School Uniform is not compulsory for children attending our nursery, however most parents do prefer to send their child in uniform as they have found this to be the easier option. If you do decide to send your child in everyday clothing please do not send your child in their best clothes, although we do provide aprons for messy activities, accidents do happen. Please ensure that all clothing is clearly labelled with your child's name.



It would be really helpful if clothing and fastenings are kept simple to encourage the child's independence e.g. when going to the toilet. Belts are not recommended. Your child will need a coat for playing outside every day and we would ask that you encourage your child to put on their coat by themselves. In summer please also ensure that they have adequate protection from the sun. Please apply sun cream before the nursery session and ensure that your child brings a named sun hat.

We would like all children to be toilet trained before they start nursery, although we do understand that accidents happen. Spare clothes are available in this instance and we ask that the laundered clothes are returned back to us as soon as possible.

Free School Uniform

Additional funding is given to schools and nurseries for children who receive Early Years Pupil Premiums, which is based on families who receive specific benefits. This funding is used to enhance the educational experiences of your child, and your child will also receive a free school uniform!

If you think you may be eligible, please speak to a member of staff in the school office.

Additional funding can also be claimed if you are currently looking after children on behalf of a local authority in England or Wales.

Attendance and Punctuality

It is Alderman Pounder's expectation that children attend every day that the school have confirmed as your agreed sessions. If your child is too ill to learn and play then we would ask you to phone the school office (0115 9252928) on the first day of illness. Frequent or unexplained absence will be monitored carefully and you may possibly be at risk of losing your child's place. Refunds cannot be given for any additional sessions that a child fails to attend.

It is important that children are brought and collected promptly. Lateness causes disruption and anxiety, especially for our younger children. Your child may only be collected by adults who are named on their contact forms. Notification must be given to the child's key worker if anyone else is going to collect them. If during the year you wish to make changes to this form please speak to a member of staff.

Medication



We regret we are only able to administer medication for children who are in nursery full time AND who have a prescription stating they need to take their medicine at least 4 times per day.

If you think this applies to your child then you will need to complete a medication administration form at the school office. However, we do keep inhalers in nursery for children who have been diagnosed with asthma.

Car Park

The car park is strictly for staff use only. Please be courteous to our neighbours in where you park and do not obstruct their access.

Safeguarding

Safeguarding is a high priority in school. If your child discloses anything of concern we have a duty of care to investigate further. The Senior Designated Lead is Mrs Shelton (Head Teacher). Mrs Ingram (Deputy Head Teacher) and Ms Barnes (Early Years Leader) are also trained to deal with safeguarding concerns. A full copy of the Child Protection and Safeguarding Policy is on the school website.

Behaviour

Behaviour at Alderman Pounder is good. The home school agreement issued within your pack outlines the school's commitment to maintaining our high behaviour expectations.

Special Educational Needs

If you have any concerns about your child please speak to your child's key worker. The school's Special Educational Needs Coordinator (SENCo) is Ms Barnes. We have a lot of highly trained and experienced staff in school to help and support children's additional needs. We also have close links with our local health visitor who liaises with the Head Teacher frequently. Any child who has been identified as having some additional needs will be issued with an Individual Education plan (IEP). A full copy of the school's Special Educational Needs and Disability (SEND) policy is available on the website.

Alderman Pounder Infant and Nursery School

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Website: www.aldermanpounder.notts.sch.uk

Email: office@aldermanpounder.notts.sch.uk

Head Teacher

Mrs J Shelton

Chair of Governors

Mr R Serevena

Nursery (FS1) Coordinator

Mrs E Goulbourn