



Grange Primary School

***Nursery
General Information for Parents
September 2018***

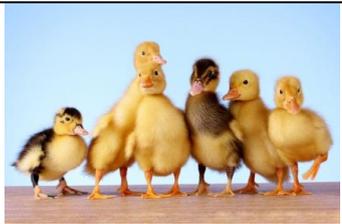
Welcome to Grange Nursery. We hope you will find the following information useful.

If there is anything you are unsure of, please speak to a member of the Nursery team. We will be very happy to help you.

The 2018 – 2019 staff in the Nursery are:

- * Nursery Leader/Teacher: **Mrs Nourse**
- * Nursery Nurse: **Mrs Warusevitane**
- * Nursery Nurse: **Mrs Hackman**
- * Early Years Centre Receptionist and Welfare officer : **Mrs Hardy**

Nursery session times

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|---|--|--|
| <p>Morning Nursery: 8:45am – 11:45am</p> <p>DUCKLINGS Class</p> | <p>Afternoon Nursery: 12:30pm – 3:30pm</p> <p>GOSLINGS Class</p> | <p>All Day Nursery: 8.45-3.30pm For children entitled to 30hrs (Limited availability)</p> |
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- * **Telephone: 0208 567 1432 and press option 5 for the Early Years Centre or Email: admin@grange.ealing.sch.uk**

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.

Drop off is always quite busy so if you do wish to talk to staff please arrange to speak at the end of a session but of course if it is urgent then do speak to them as soon as possible.

Collecting your child

The gates will open automatically at collection time and parents/carers can wait near the nursery door until it is opened by a member of staff.

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.** A member of staff stands by the door at the beginning and end of each session.

Punctuality and Attendance

We do expect that children will arrive and be collected on time. This helps to establish a good routine and it also minimises disruptions to the Nursery. School must be informed if you are running late to collect your child.

It is very important that children attend regularly. Please inform us if your child is going to be absent for any reason by letting us know personally or contacting the school office on **0208 567 1432 and press option 5 for the Early Years Centre.** The Nursery can be contacted at any time by calling this number.

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.

The Nursery Day

During a day at Nursery your child will be encouraged to choose from a range of activities. These vary from day to day and are planned to catch their attention, stimulate imagination and develop creativity.

- * Children take part in group sessions to develop a range of knowledge and skills including phonics, literacy, mathematics and physical development. The group sessions also give children regular opportunities to co-operate, listen and work together with the same group of children and their Key Worker.
- * Children take part in focus activities to learn a new skill. This could be with any one of the staff and children of similar ages.
- * Children will also come together as a whole class to participate in activities such as story time, moving to music and dancing and learning new songs and rhymes.
- * Nursery children at Grange also have a music session with the music teacher and visit the large playground to use the equipment.

Curriculum

Nursery children start their education following **The Early Years Foundation Stage (EYFS)** which is based on seven areas of learning and underpinned by three characteristics of effective learning.

The seven areas of learning are:

Prime areas

Personal, Social and Emotional Development

Communication and Language

Physical Development

Specific areas

Literacy

Mathematics

Understanding the World

Expressive Art and Design

The three characteristics of effective learning are:

- playing and exploring
- active learning
- creating and thinking critically

Each learning area has a number of stages which children work through during nursery and reception; with the Early Learning Goals aiming to be achieved at the end of Reception.

During the day there will be a mixture of adult-initiated, child-initiated and adult-led activities these could be whole class, small group and individual activities.

Each half term we have a topic which we base much of the learning on and we also take on board the children's interests too and develop learning and real experiences together with them.

Information about Nursery topics and planning is regularly updated on the school website and notice board; where you will also find nursery newsletters and half termly curriculum overviews. <http://www.grange.ealing.sch.uk/>

Library books

Each Friday the children will be given an opportunity to choose one book from the school library to take home. This book is chosen by them and should be shared at home. Please return the library book by the following Friday so that your child can choose a different book. Book bags can be purchased from the school office for £4.70

WOW books

Every child will have a large exercise book to bring home on a Friday called a WOW book. This is like an album or scrap book for you to share with us news, events and stories from your holidays and weekends. It helps us build a bigger and better picture of your child. If you are not sure what to put in then please ask for ideas. Every Thursday the children will share this book together with their friends and teachers.

Learning Journals

During your child's time in Nursery they will have a Learning Journal which will contain observations, specific achievements and set class work. Samples of your child's work and photos will be collected in here. This is kept in class, updated by staff and is used to support assessment.

Birthdays

Birthdays are 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 large cakes up to share out.

Any food brought in to share will be given out at home time and not eaten during the school day. **Foods containing nuts should never be brought into school as we have some children who are allergic to these.**

Illness and health

- * 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 the Nursery 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 Nursery, 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 your home visit. Please inform the Nursery 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 Nursery.
- * **Foods containing nuts should never be brought into school as we have some children who are allergic to these.**

Medicines

- * If your child has been absent from the nursery and has been taking antibiotics, unfortunately we cannot finish off the course. However we are flexible to arrange times for parent/carers to come to school and administer the medicine if necessary.
 - * 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 left in the welfare room and in your child's class.

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 in the Nursery. 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 schools welfare office and parents will be called.

Toileting requirements

- * 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 them changing.
- * If your child soils his/herself– we would first call you to come and change him/her. However, if this is not possible we are able to assist the child to change pull ups/soiled clothing etc in accordance with school policies and procedures.
- * Please supply the appropriate number of changes of clothes in relation to your child's situation but for the occasional accident we have 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.

Food and drink

- * **No sweets or chewing gum** are to be consumed in the nursery for safety reasons and in support of the Healthy School status at Grange.
- * Grange school is **nut free** to ensure the safety of any children with allergies.
- * Fruit and milk will be supplied to the children free of charge.
- * Children are encouraged to bring in a water bottle (labelled with their name) to use in the class snack area if they wish. This should only have water in.

Behaviour management

We encourage the children to make 'good choices' at Nursery. These are devised with the children's input at the beginning of the autumn term. 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 where we found it.**
- * **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.

Clothing

This year we are introducing a simple uniform for our Nursery children. It consists of a Grange sweatshirt and /or a plain black/navy/white t-shirt with black/navy joggers or leggings.



* Grange sweatshirts are available from our uniform shop in the Early Years Building at the following times:

- Monday 2-3 pm
- Tuesday 2-3 pm
- Wednesday 2-3 pm
- Thursday 2-3 pm

Alternatively you can request an order form/order via email to admin@grange.ealing.sch.uk and pay and collect at the EARLY YEARS OFFICE from 9.00 am to 3.00pm.

The office will only accept CASH PAYMENTS.

- * Please ensure you label all of your child's clothing, with their full name.
- * Attach gloves to coats with an elastic band.
- * Check to make sure you haven't taken someone else's clothing by mistake and please return anything taken home in error the following day.
- * Please don't wear precious/expensive clothing to Nursery. We take great care and encourage the children use aprons but we cannot guarantee that they will always stay clean.
- * Please also send your child in suitable footwear (**no laces or open toes**) in which they can play, run and climb safely.
- * We go outside whatever the weather so please supply named wellington boots for your child. You are welcome to leave these at Nursery. Please also ensure your child has a waterproof coat on rainy days.
- * We have spare clothing in the Nursery. If your child comes home wearing Nursery clothing, please wash and return them as soon as possible. If you have any clothes at home that you would like to donate to the Nursery, these are greatly appreciated.

Personal possessions

* 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. Children **should not** bring toys, money or any valuable items to school. We cannot accept responsibility for any item that is lost.

* You are welcome to leave children's bikes and scooters chained on the bike racks in the main school or nursery outdoor area, at your own risk.

* If your child brings something from Nursery home, please return it to us; it is very common for little objects to end up in pockets, bags or even shoes!

Donations

* In the Nursery, we like to be able to provide a wide variety of resources and activities for the children. Additional activities like cooking, gardening and special events incur additional costs. We ask for a voluntary donation of £5.00 per term or £15.00 for the whole year to help pay for these.

* Parents are also able to contribute items for malleable activities such as flour, salt etc. When items are needed a list will be displayed in the nursery.

* In the Nursery, we use a variety of household items as collage materials for the children. If you could collect the following items and bring them to Nursery, this would be greatly appreciated.

- Empty spray bottles
- Newspaper
- Old wrapping paper and sweet wrappers
- Old Christmas and birthday cards
- The inner rolls from aluminium and plastic wrap/kitchen paper
- Washed yogurt pots
- Cereal and food boxes.

SEND – Special Educational Needs and Disabilities

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 Inclusion Manager, oversees the day-to-day operation of the school's SEND Policy and coordinates 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 Inclusion Manager and assessments may be carried out to provide more detailed information about your child's barriers to learning. These will be investigated by the Inclusion Manager 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 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

British Values

We are a diverse school community with 847 pupils and speaking over 42 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

Parents in Partnership

Nursery is one of the first steps in your child's education and we aim to build a solid relationship with you in various ways:

Join us:

During the school year, parents are invited into school to read with their children and to attend trips with the children.

Book Looks:

Parents are invited in three times a year to look at their child's books.

Parent Evenings:

Parent 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. The parent interviews will run between 8.30 am -6.30 pm on one day. You will receive your child's report in July.

Parents Notice Board:

Outside Nursery you will find a notice board with curriculum information and anything that is relevant at that time, such as times and reminders.

Social Media:

You will receive texts and letters from the school by email. There are also updates and a wealth of useful information on our website <http://www.grange.ealing.sch.uk/> . In addition, the PTA run Facebook groups and also sends texts and letters.

Moving up to big school

Ealing Reception Class Admission for September 2019

https://www.ealing.gov.uk/info/201114/apply_for_primary_school

<https://www.eadmissions.org.uk/eAdmissions/app>

Schools admissions service (020) 8825 5511 (primary school) Opening hours:

9am-12pm

Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL