

East Harling Primary School and Nursery



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School website	www.eastharlingprimary.co.uk
Headteacher	Miss. A. Yates
Nursery Teacher	Mrs E. Wallace
Nursery Nurse	Mrs D. Pilsbury-Gaunt
Office Staff	Mrs. S. Burton and Mrs E. O'Hara

The details contained in this brochure are correct at the time of printing,
but may be subject to change at any time.

June 2018



East Harling Primary School and Nursery
Gallants Lane
East Harling
Norwich
Norfolk
NR16 2NQ

Dear Parents and Guardians,

A warm welcome to East Harling Primary School and Nursery. We are a successful, happy and friendly primary school and nursery which mainly serves the communities of East Harling, West Harling, Bridgham, Roudham, Gasthorpe, Riddlesworth and Larling.

Children get only one chance at education and we aim to provide a happy and purposeful environment where children can experience the joy of learning and work hard to achieve their full potential. We provide our children with a broad and balanced curriculum and have a real commitment to creating interesting and enjoyable learning experiences for all. We also believe that school is not just about academic achievement but the development of the whole child and are proud of the wide range of extra curricular activities (such as sporting activities, clubs, drama and residential trips) that take place here.

We strive to enable all our children to develop the self esteem, maturity and confidence to become independent learners. We prepare children to become thoughtful and responsible citizens with respect for each other and equal regard for all. We recognize and celebrate achievement at all levels, valuing the strengths of each individual.

We are very proud of our school and nursery; our enthusiastic children, the expertise of our staff, the co-operative and supportive relationship between home and school and the dedication of our Governing Body.

Hopefully this prospectus will answer many of the questions you may have about the school. However, we know that there is no substitute for personal contact and therefore I hope you always feel welcome in our school. Please do not hesitate to contact us if you have any further questions or would like to arrange a visit.

We look forward to meeting you and your child and hope his/her time with us will be happy and successful.

Miss Amanda Yates
Headteacher

AN INTRODUCTION TO THE NURSERY

Our Nursery was opened in 1996 as part of the Local Authority's strategy for providing high quality pre-school educational provision throughout the county. The unit is housed in a purpose built extension to the school and provides a bright, attractive and safe environment where children can learn through a wide range of adult-led and child initiated activities. We have an extensive range of equipment and resources to suit the needs of all pre-school pupils and an enclosed outside play area. Our nursery staff ensure that careful planning and appropriate activities provide a rich curriculum designed to enable each child to gain the maximum benefit from their nursery experiences.

All 3 and 4 year olds are entitled to 30 hours of early years' provision. A place at our nursery is generally for 15 hours and parents may choose to claim the 15 hours for their child to attend our Nursery or at an alternative provider. At the beginning of each term parents will be asked to complete a claim form to indicate where they wish to claim their child's entitlement of 15 hours. There will be a charge for attendance at our Nursery for any sessions not claimed for, payable a term in advance. For further details about this please contact the school office.



ADMISSIONS POLICY

All three and four year olds are currently entitled to 15 hours of free early learning and childcare per week, for 38 weeks per year during term time. In our nursery, this is currently offered as 5 x 3 hour morning sessions per week (Monday to Friday). We only have one admission round each September, although children who move into the area and wish to join the Nursery at a different time of the year will be admitted if we have spaces available.

Early Education is offered within the national parameters in that;

- no session is longer than ten hours
- not before 6am or after 8pm
- no minimum session length (subject to the requirements on the Ofsted Early Years Register)
- a maximum of two sites in a single day.

It is the school's policy that children are offered a place with the expectation that they will attend five sessions a week. The school may offer alternative provision for children with special educational or health needs. The school will consider requests for a more flexible placement to meet working parents' needs, where it is able to do so. Any requests for alternative provision should be discussed with the headteacher. In line with Norfolk County Council policy, parents will be asked to complete a termly claim form, indicating where they would like to claim their child's free universal early years entitlement. Parents will be charged (based on the current funding rate) for any sessions that their child attends that has not been claimed for at the start of term.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

JOINING OUR NURSERY

We hold a waiting list for places in our Nursery and parents should contact Mrs Burton, our secretary, if they would like their child's name added to the list. Nursery places are formally offered to parents in the May before their child will begin in the September, in accordance with our Nursery Admissions policy.

We begin the induction process for children who will join our Nursery in September, in the summer term prior to this. Firstly, we hold an induction meeting for parents so that they can meet Nursery staff and begin to get to know our Nursery. In June and July we hold one or two taster sessions when the children can come and play in the Nursery so that they become more familiar with the Nursery classroom and staff. At the start of term Mrs Wallace and Mrs Pilsbury-Gaunt carry out home visits to meet with parents and children on an individual basis. Our experience tells us these visits are invaluable as they give school staff the chance to get to know you and your child better and provided parents with an opportunity to talk to staff confidentially about any issues or concerns that they may have.

At the beginning of the Autumn term we have a staggered timetable of visits to help the children to get to know our Nursery before they attend for a full session. We start with shorter one hour sessions in small groups, and over the first three weeks build these up to the children attending for a full session with gradually bigger groups and longer sessions. Separate information will be given to parents about these sessions at induction.



THE NURSERY STAFF

The nursery has a well-qualified and experienced staff.



Mrs Wallace
Nursery Teacher



Mrs Pilsbury-Gaunt
Nursery Nurse

A NURSERY DAY

8.55a.m. **SELF REGISTRATION**

Parents/Carers bring children in, collect their name badges from cloakroom and settle them in the nursery. Staff are available for an informal chat as an opportunity for you to pass on important information.

WELCOME ALTOGETHER

FREE ACTIVITIES/DIRECTED ACTIVITIES

Throughout the morning children have access to a wide range of resources, both indoors and outside. Adults support children alongside their play as well as adult lead specific activities that have been planned to support the children's learning. Children will be encouraged to spend extended periods of time engaged in play, across all areas of the Early Years Foundation Stage curriculum.

9.45a.m **SNACK TIME**

Snack Time is an ongoing self-service table which allows children to be involved in planning their own time. Children will be offered milk or water, a piece of fruit and/or a small snack, such as breadsticks.

11.40am **STORY TIME**

Adults share stories with the children before they go home. They may also sing Nursery rhymes or other songs.

11.55am **HOME TIME**

Each child is allowed out only when the person collecting them comes into the Nursery to take them home. Please let us know in the morning if someone different is collecting your child.



THE NURSERY CURRICULUM

In our Nursery we deliver a curriculum based upon the Early Years Foundation Stage framework. This describes the seven areas of learning and development which must be implemented through planned, purposeful play. The framework also states that adults should 'respond to children's emerging needs and interests, guiding their development through warm, positive interaction'. In addition, the framework describes the three characteristics of effective teaching and learning within the Early Years to be 'playing and exploring, active learning, and creating and thinking critically'. All of our staff seek to provide children with experiences to develop these skills every day.

Our nursery curriculum is designed to allow your child to learn through activity and play experiences covering the three prime areas of learning;

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

And the four specific areas of learning;

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



As you look around our Nursery you will notice the provision we make for these areas. Our plans for each week, which are displayed on the Parents' Noticeboard, will also help you to identify each week's learning objectives. Activities are arranged to promote your child's learning using a variety of work and play areas, allowing him/her to work both independently and co-operatively. Curriculum planning is flexible and may change through the week or day by day, to ensure that we are meeting children's needs.

Characteristics of Effective Learning
<p>Playing and exploring – engagement</p> <p>Finding out and exploring Playing with what they know Being willing to 'have a go'</p>
<p>Active learning – motivation</p> <p>Being involved and concentrating Keeping trying Enjoying achieving what they set out to do</p>
<p>Creating and thinking critically – thinking</p> <p>Having their own ideas Making links Choosing ways to do things</p>

Area of Learning and Development	Aspect
Prime Areas	
Personal, Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling
	Health and self-care
Communication and Language	Listening and attention
	Understanding
	Speaking
Specific areas	
Literacy	Reading
	Writing
Mathematics	Numbers
	Shape, space and measure
Understanding the World	People and communities
	The world
	Technology
Expressive Arts and Design	Exploring and using media and materials
	Being imaginative

Taken from Development Matters, DfE 2012.

LEARNING JOURNEYS

Throughout the school day Nursery staff will make informal observations of the children as they take part in play, everyday activities and planned activities with adults. Staff use these observations to identify and plan ways to support the children and deepen their learning and development.

These observations form the basis of each child's Learning Journey. A child's individual Learning Journey is a record of their significant achievements and learning across all areas of the Early Years framework. We currently use an online programme called Tapestry to record these observations and assessments, all parents are issued with a username and password so that they can access their child's Learning Journey at any time. Parents are encouraged to share their own observations of their child's achievements and development by taking photographs and writing notes which can be added to show what their child can do at home, as well as in school. School staff also use their observations to assess child's levels of development against the 'Development Matters' guidance so that they can judge whether a child is showing a typical level of development for their age and plan for them accordingly.



SNACK TABLE

During Nursery sessions children have access to water or milk to drink throughout the morning and a small snack is provided through our 'snack table' from about 9.45am onwards. Children can sit down at our snack table at any point during the morning to have their snack; fruit is provided daily plus another healthy snack option, such as bread sticks. We ask parents for a small contribution each term towards the cost of a snack. Our Nursery staff will make sure that everyone accesses the snack table in each session.

SCHOOL UNIFORM

Nursery children are not required to wear our school uniform but many parents choose to send their child to Nursery in a green school sweatshirt and/or yellow polo shirt as it can save their clothes being spoilt during messy play or craft activities. School sweatshirts and polo shirts can be purchased through Mapac, our online uniform supplier at www.mapac.co.uk/education.

Children in Nursery will spend time both inside and outdoors, so children should come to Nursery dressed ready to play outside. We will play outside whatever the weather so a warm, waterproof coat is advisable in winter and a sunhat in the summer is essential. We have a supply of waterproof

trousers and coats for the children to wear over their own clothes if they want to get involved in wet or muddy play.

It is helpful if the children have a spare set of clothes in a draw string bag on their peg in case of an accident or if they get wet. The children also need a pair of plimsolls or trainers to change into for physical activities.

Please make sure that all items of clothing/bags etc are clearly labelled with your child's name.



WORKING WITH PARENTS

As a school we want to establish strong relationships with parents and guardians. Throughout the school year we use a number of different ways to keep parents up to date with what is happening in our school and their child's development, these include;

- Mrs Wallace writes a weekly newsletter to update parents with what the children have been up to that week and the focus for the following week. These letters are sent home in the children's pink Home-School books on a Friday. Parents are also able to see what they have been doing in Nursery by looking on Tapestry to view their child's Learning Journey.
- All parents are encouraged to share their child's significant achievements and interests at home through their child's online Learning Journey on Tapestry. School staff are then able to talk to the children about their news and share what they have been up to.
- The 'Harling Herald' our regular school newsletter keeps parents up to date with school news, events and other information.
- As a school we use ParentMail, a school email and text messaging service. Whenever possible we send information home using ParentMail as this is the most efficient way of keeping parents updated and helps to ensure that letters do not get left at the bottom of bags or behind in school. All parents will be issued with a log in for Parentmail at the start of the new school year.
- Our school website (www.eastharlingprimary.co.uk) is full of information about our school and is regularly updated with diary dates, school news and other information. Most classes

have a class blog spot where they upload information about their class' learning and what they have been doing in school.

- Through the school year Mrs Wallace will provide opportunities for parents to join the children in the Nursery for special events, such as reading cafes or stay and play sessions.
- Parent consultation meetings are held twice a school year, parents are also welcome to meet with staff at other times if they have an issue that they would like to discuss. Please contact school staff to make an appointment for a mutually convenient time to meet.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Those children identified as having special educational needs and/or a disability are catered for either within the normal nursery situation or individually. Additional help is given to these pupils by class teacher, nursery nurse or classroom assistant when appropriate. We work closely with other professionals, such as speech and language therapists, to ensure that we have appropriate plans in place to meet the needs of all children. Miss Blackburn, the Deputy Head, is our Special Educational Needs and Disabilities Co-ordinator.

HEALTH ISSUES

If your child becomes ill in nursery, we will endeavour to keep them going for as long as possible. However, we will contact you should we feel that they are too ill to stay at school. In the event of a serious accident requiring medical attention, we would seek to contact you as soon as possible but if that is not possible we would seek medical assistance immediately. Therefore, it is important that we hold up to date emergency contact details.

Records are kept of any accidents or injuries in school. We inform parents if their child has had an accident that they need to be aware of, for example a bump on the head or a severe nose bleed.

Unfortunately, head lice are a fact of life in primary schools and we would ask that all parents regularly check their child's hair to prevent the spread of head lice. If you find any signs of eggs or head lice, please treat your child's hair straight away.

MEDICINES



The responsibility for the administration of medication to children lies with their parents or guardians. School staff are under no duty to administer medication to children within our school. However, we recognise that there may be occasions when school staff may be requested to supervise the administration of medication.

When a child's prescribed dosage of medication needs to be taken within Nursery hours their parents/guardians should, wherever possible administer or supervise the administration of medicine to their child. However, this may not be practical in some cases and parents may then request medication to be administered to the child in school. In this instance parents should complete an administration of medicines form (available from the school office).

All medication within school is kept securely and records kept of any medication given. Non-prescription medication should not be brought into school; this includes items such as cough mixture and throat sweets.

CHILDREN WITH ASTHMA

All parents of children with asthma are asked to complete a school Asthma Record for their child. This record will help school staff to ensure that pupils with asthma receive the best possible treatment at all times.

The record will give details of your child's current treatment and what steps to take if an asthma attack happens at school. In case of asthma emergencies, the school keeps a spacer for use with your child's metered dose inhaler - providing it fits. (If unsure whether or not your child's inhaler is compatible please ask your asthma or school nurse.)

We also ask that your child has a spare inhaler that is always kept in school (this will be kept in a secure place). Please ensure that inhalers kept at school are up to date and have sufficient dosages. It is parents' responsibility to inform the school in writing if their child's treatment changes so that the record can be updated. We also ask parents to check their child's record at least once a year.

STARTING SCHOOL

The majority of children who attend our Nursery join the main school in the September of the academic year in which they are five. However, a place in our Nursery does not guarantee a place in the school. Parents have to apply through Norfolk County Council's school admission process in the Autumn term before their child is due to start school. The Local Authority will write to parents about this.

As our Nursery is an integral part of our school we are able provide the children with many opportunities to prepare them for the transition from Nursery to school. The children spend time with our Reception class teacher both in the Nursery and the Reception classroom throughout the second half of the summer term. They also experience coming to whole school assemblies and playing with the other children on the playground, this all helps to ensure that they have a happy and smooth transition from our Nursery to main school.



HEALTH & SAFETY

Our staff are committed to ensuring the health and safety of the children in their care during each session. To this end, safe practice is observed by staff and taught to children regarding the use of equipment indoor and outdoor play habits and safe routines regarding arrival and collection.

Parents and children should enter school through the pedestrian gates on Gallants Lane, Kenninghall Road or Garlondes. Pedestrians should not use vehicular gates. There is no parking within the school grounds.

Guidance from the Local Authority recommends that parents should be made aware of the following section of the LA's Health and Safety Manual;

Pupils are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe expected standards of dress to ensure safety and hygiene.
- Observe all the rules of the school and instructions given by staff.
- Not wilfully misuse, neglect or interfere with things.

ABSENCE FROM SCHOOL DUE TO ILLNESS

If your child is unable to attend Nursery due to illness, please telephone the school on the first day of absence. In the case of a sickness and diarrhoea bug, NHS guidance is that pupils should remain at home for a minimum of 48 hours to avoid passing it onto other children and staff.

SECURITY

The staff and governors take security very seriously. All visitors must report to the school office, via the main entrance, where they will be met by the Secretary, Headteacher or another member of staff. Visitors are required to sign the visitor's book and wear an identifying badge for the duration of their stay. Any unauthorised persons found on the school site will be challenged immediately. The use of mobile phones is not permitted within school, or Nursery, during the school day.

To ensure the safety of pupils and staff, external doors and gates are locked at 9.15a.m. Access to the building via the main entrance is made by use of the entry phone.

At the end of the Nursery session school staff will ensure that the children are collected by their parent or an appointed guardian before leaving the building. Please ensure that Nursery staff are introduced personally to any adults that will be collecting your child from Nursery as we do not allow children to leave the premises with adults that are not known to us. We ask that you provide Nursery staff with photographs of all adults likely to collect your child at the start of the school year. If, in the event of an emergency or unforeseen circumstance, your child is to be collected by an adult unfamiliar to school staff, please ensure that you telephone the school to inform Nursery staff. We will agree a password for you to share with the adult who is collecting your child so that we know that they have your authority to collect your child.

PHOTOGRAPHS

As part of the curriculum, staff take photographs of pupils to record their achievements, to support teaching and learning and to use in displays. The children also use digital cameras for different projects. These images are stored on the school's secure server and deleted when no longer required. We also make video recordings of the children (for example during PE lessons, musical productions and drama activities) which are used for the same purpose.

There are times when we may wish to share these images with a wider audience; for example, with the local media to publicise events, on the school website, on our Twitter feed, in our prospectus or in the local community. At the start of each academic year we ask parents to complete a permission form for the use of digital images. Parents can withdraw their permission at any time by writing to the headteacher.

During whole school events such as sports days, performances or busking day, there may be opportunities for parents to take photographs of their children. As a school we have a duty to safeguard the well-being of all our children; we know that videos or images taken during school events can easily be shared on social media and that these could inadvertently include images of children who should not be linked publically to our school (and thus put them at risk).

Therefore, we ask that parents are considerate in their use of photographs taken at school events by not sharing these publicly, online or in any other way, unless they are solely of their own child/children. Parents should understand that there may be times when we restrict the taking of photographs and that we will only do this to ensure the safety of our children. Mobile phones and/or cameras should not be used within the Nursery without permission.

SAFEGUARDING

Parents should be aware that we are required to act on any information presented to us regarding the possible neglect, personal injury, sexual or emotional abuse of any child in our care. Other agencies may also become involved in order to provide appropriate action or support for such children and their families. Such information is treated in the strictest confidence and only shared with those who have a legal right to be informed. A copy of the school's policy for safeguarding (including child protection) can be found on the school website or requested from the school office.

The school's designated safeguarding lead for child protection is the Headteacher, Miss Yates (or the deputy headteacher in her absence). Parents are strongly encouraged to share/report any child protection or safeguarding concerns with the designated lead as soon as they arise.

Parents or children who need advice or support about child protection issues should use the following Freephone numbers.

NSPCC 0800 800500 Childline 0800 1111
Norfolk Children's Services 0344 800 8020

EMERGENCY SCHOOL CLOSURE

The school will only be closed in an extreme emergency such as heavy snow or heating/lighting problems due to a loss of power. A decision is made by the Headteacher as soon as possible and announcements made via Parentmail and on local radio, the school website and on the school telephone system. Notices will also be the school gate if possible.

EQUAL OPPORTUNITIES

It is our policy to encourage all children, regardless of race, gender or disability, to undertake all the activities and learning opportunities available to them, at a level appropriate to their developmental stage. We will offer each child whatever support is appropriate to their needs to allow them to participate in these activities and experiences.

A copy of the school's Disability Equality Scheme is available on the school website or can be requested from the school office (as can any of the school's policies).

FRIENDS ASSOCIATION - E.A.S.T.

The school has a small but very hard working group of parents and teachers who support us by organising a wide variety of events. All parents and guardians are automatically members of our friends group, E.A.S.T. (Everyone At School Together) and are welcome to attend meetings or events. The money raised is used to purchase additional books and equipment for the school. We hope you will want to support the school in our social and fund raising events.

Recent activities organised by the friends group include:

Children's Discos
Bingo

June Fayre
Recycled clothing collections

Children's Christmas Cards

The considerable efforts of the committee, along with the support of the parents, raise substantial sums of money which enable us to considerably enhance the quality of education provided for our children.

HOW CAN YOU HELP YOUR CHILD?

Ways in which all parents/carers can help their child include the following:

- Always give your child plenty of support and encouragement.
- Follow the guidance we have given to you in this brochure.
- Support the nursery staff in encouraging self-discipline.
- Ask your child questions about what they have been doing at nursery.
- Engage in similar activities at home and share a love of books with your child.
- Support the school in the wide range of activities it organises.
- Share lots of Nursery rhymes and other rhyming songs.
- Help your child to practice counting.
- Talk positively about nursery. **DO NOT** talk negatively about nursery, other children or members of staff to your child or other parents at the school gate. If you have a concern, **COME AND TALK TO US!**

THE SCHOOL GOVERNORS

The governing body is made up of a cross section of local people who freely volunteer their time. They meet twice each term to discuss a wide range of school issues. Each governor belongs to a range of committees and has responsibility for monitoring a curriculum subject. Our Chair of Governors is Mr Ashley Harris. Further information about the Governing Body can be found on the school website.

SCHOOL TERM DATES

Autumn term 2018

Thursday 6th September - Tuesday 18th December

Half term

Thursday 18th October - Friday 26th October (school closed)

Spring term 2019

Thursday 3rd January - Friday 5th April

Half term

Monday 18th February - Friday 22nd February (school closed)

Summer term 2019

Tuesday 23rd April - Wednesday 24th July

Half term

Monday 27th May - Friday 31st June (school closed)

COMPLAINTS PROCEDURE

We obviously hope that you will not have any cause for complaint about our school. However, if you do have a concern, it is best dealt with at an early stage, usually with your child's class teacher, before it develops into a significant problem. We hope that discussing the matter with the teacher should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further, you should make an appointment to see the Headteacher. If after discussion with the Headteacher, the matter remains unresolved, you should tell the Headteacher that you wish to make a formal complaint.

The Headteacher will give you a copy of the Complaints Procedure and the name and address of the Clerk to the Governors of the School.