

# Alderman Pounder Nursery Information Booklet



'Making a difference as we grow together'



## Opening Hours

7.30am – 5.45pm (3.45pm 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.

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.

Miss L Collins  
Nursery Leader

# Meet the Seedlings Team

Miss L Collins Nursery Leader	Miss D Blackwell Teaching Assistant (Tuesday to Friday)	Mrs J Turner Teaching Assistant (Monday - Wednesday)	Miss L Wilson-Dutton Teaching Assistant
			

Mrs L Clarke Teaching Assistant (Wednesday - Friday)	Miss N Bennett Support Assistant Breakfast, Lunch and daily sessions	Mrs S Collins Support Assistant Afterschool Club	Miss H Jones Support Assistant Afterschool Club
			

## **The Potting Shed and The Pod**

Seedlings nursery is on the same site as the school but is in 2 different buildings

The Pod – is the bungalow at the front of school which is for our very youngest children, we refer to these children as our N1s.

The Potting Shed – is the larger of the 2 buildings and is where our N2 children go. These are the children that will be starting school the following year and therefore a lot of the work taking place in this building is to get the children 'school ready'.

## **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 reach statutory school age 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 seven 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. 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. The youngest children will spend the majority of their day in the Pod following the same curriculum as the older nursery children.

## 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 Monday or Tuesday in the school hall. 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. Drinks such as milk, water or fruit juice 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 two-course 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

<b>Monday</b>	Pitta bread, veg sticks and hummus, yogurt
<b>Tuesday</b>	Selection of sandwiches, crisps and mini sausages, fruit
<b>Wednesday</b>	Scrambled egg, toasted muffins, ice cream
<b>Thursday</b>	Hot dogs, fruit

### Example menu week 2

<b>Monday</b>	Jacket potato with cheese and beans, cupcake
<b>Tuesday</b>	Selection of wraps with veg sticks, angel delight
<b>Wednesday</b>	Soup with buttered roll, jelly pots
<b>Thursday</b>	Spaghetti on toast, fruit

### Example menu week 3

<b>Monday</b>	Pasta, bananas and custard
<b>Tuesday</b>	Beans on toast, ice cream
<b>Wednesday</b>	Toasted teacakes, banana and yogurt
<b>Thursday</b>	Pizza, 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 when the child starts 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 your child's first week.

## Early Years Funding

From September 2017, the early years funding for 3 and 4 year olds was increased from 15 hours to 30 hours for eligible families where both parents are working (or the sole parent is working in a one parent family) more than the equivalent to 16 hours at the national minimum wage, and whose earnings do not exceed £100,000 per annum.

The 30 hours funding can be offset against our nursery sessions as follows:

1. 10 hours per day, over 3 days, with a minimal charge for the breakfast, lunch and after-school sessions to cover the cost of food.
2. Over 5 days from Monday to Friday, 8.45am to 3.30pm, with a minimal charge for the lunch session

Parents will be required to complete an online eligibility form. A reference number will then be provided if the eligibility is confirmed. If you do not qualify, your child will still be entitled to the current 15 hours funding which can be used against either of the learning sessions as shown below.

## Session Times and Funding



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

Extra sessions in addition to the funded hours can be added for an extra charge. Changes to agreed sessions can be made if put in writing with a minimum of 4 weeks' notice.

This timetable is for 2018/19 academic year:

Time	Activity	Cost if qualify for 30 hours funding and these sessions are used against the entitlement	Cost if qualify for 15 or 30 hours funding and you wish to purchase additional sessions
7.30am - 8.45am	<b>Breakfast Club</b>	£1.00	£5.00
8.45am - 11.45am	<b>Learning Session 1 (AM)</b> (Can be used against the 15 hours government funding)	Free	£12.00
11.45am - 12.30pm	<b>Lunch</b> This includes a two-course hot dinner	£2.00	£5.00
12.30pm - 3.30pm	<b>Learning Session 2 (PM)</b> (Can be used against the 15 hours government funding)	Free	£12.00
3.30pm – 5.45pm*	<b>Afterschool Club*</b> *Only available Monday to Thursday. Fridays subject to sufficient demand.	£1.00	£9.00

### 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, and must be paid in advance of the monthly sessions. Please refer to the 'Seedlings Booking and Payment Policy' on the school website.

### Clothing \* Please note we have changed our uniform \*

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.

The new uniform in a lovely navy blue is on display in the school entrance area, which is proudly also showing our new logo. Uniform can be purchased from TGR Embroidery on Attenborough Lane, or from Morleys on Bramcote Avenue.

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.

## **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 to school 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 Miss Hemsley (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.