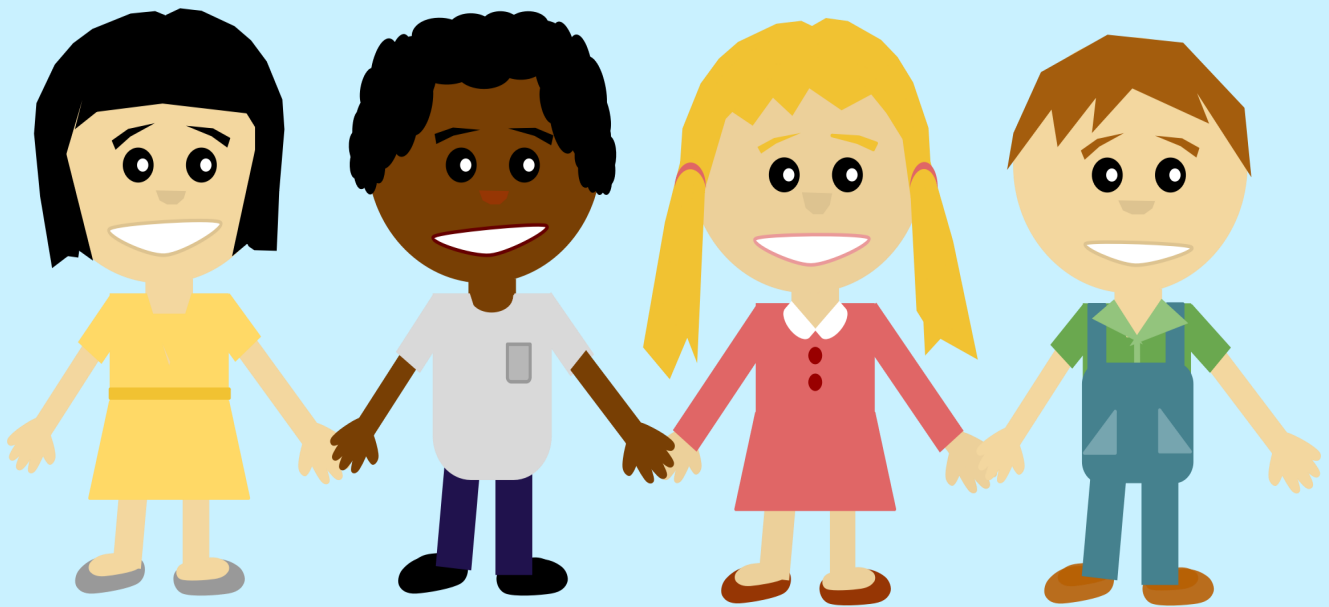




Welcome to
Kingsley Nursery.



Parent & Carers
Handbook.



Dear Parents & Carers

On behalf of the children, governors, staff and myself, I wish to welcome your child to Kingsley Nursery, where we hope that your time spent with us will be productive and enjoyable. We will do everything possible to ensure that your child benefits from the time spent with us in our Nursery. We hope to work with you to ensure your child reaches his or her full potential.

In order to assist your child to settle quickly, the following notes have been prepared, which I hope will be of help. If you have any further questions, please do not hesitate to contact me directly.

Yours Sincerely

Alison Darby

Head teacher



Mrs Allott - Deputy Head/
Designated
Teacher For Looked After Children



Mrs Barrass - Senior Assistant
Head & SEN Manager



Mrs Robinson
Deputy Head



Mrs Johnson -
Assistant SENCO



Jill Sherwood - Safeguarding
Designated Lead/
Pastoral Care



Linda Craig
Attendance Co-ordinator/Pastoral
Care



Mrs Skedd
Pre-Nursery Lead



Mrs Hodgson - Assistant Head/
Foundation Stage Team Leader



Miss Longstaff
Nursery Teacher
Key Worker

Foundation Stage Family

Welcome to Kingsley Nursery

We are delighted that your child will be joining our Nursery Class and we look forward to having the opportunity to share these important early years with him/her and yourself.



The Nursery offers 39 in the morning and 39 in the afternoon. A nursery place is offered to any child with a sibling in Kingsley Primary School then offered to any child in the catchment area. Places are allocated as soon as one becomes available, after the child's third birthday. The place provides the child with nursery education for their 15 hours entitlement. This can be taken in the following ways:

- * 3 hours each day, either morning or afternoon
- * Flexible sessions, 2 full days and 1 half day

We also offer 30 hours provision for those who are entitled to it.

(There is a charge of £2 per day, to cover the cost of lunchtime cover, if your child takes one of our 30 hours or flexible places.)

If for any reason we are unable to fill the nursery with children from our own catchment area, the places are then offered to children on our 'out of area' waiting list.

Please note, a place at Kingsley Nursery does not guarantee a place at Kingsley School. School places are allocated by Hartlepool Borough Council at a later date.

Nursery Session Times

* Mornings: 8.30am - 11.30am

* Afternoons: 12.15pm - 3.15pm

* Flexible sessions: Monday, Tuesday 8.30am-3.15pm, Wednesday 8.30am-11.30am **or** Wednesday 12.15pm-3.15pm, Thursday, Friday 8.30am-3.15pm

* 30 Hour entitlement: Monday-Friday 8.30-3.15pm

The gate closes at 8.45am/12.30pm and Nursery learning begins at this time. If your child arrives later then learning time is missed.

It is important for the smooth running of the nursery that these times are observed as closely as possible. If you need to collect your child early for any reason, please inform a member of staff at the beginning of the session of your expected time of arrival.

Please inform a member of staff if your child is to be collected by anyone other than yourself. This must be a responsible adult.

If you take up one of our flexible or 30 hour places, children will be able to stay over lunch time at an additional cost of £2.00. Children will be required to bring their own packed lunch.

Settling in!

Nursery is the beginning of school life and a very big step into the outside world. If your child is not used to being left or has never been separated from you before, we appreciate the process may be difficult for you as well as your child. We will work with you to make the move from home to Nursery as smooth and trouble free as possible.

The Daily Routine

Registration

A formal register is taken every session. The children will then take part in hellos where they be shown their name card.

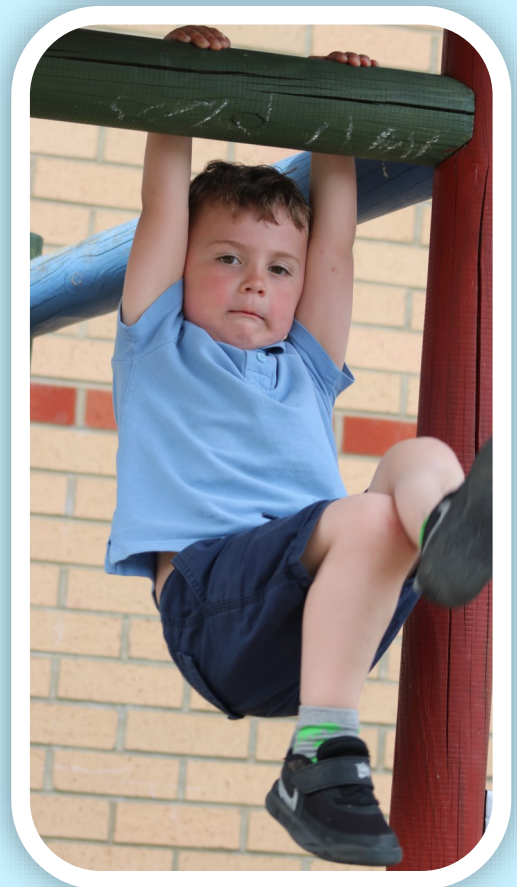


Small Group Time

Children sit together in their learning groups and partake in planned activities directed and supported by a key worker. These activities cover a wide range of areas linked to the Early Years Foundation Stage Curriculum.

Active Learning Time

During this time, the children choose their own learning activities. The staff work alongside them; extending their learning, encouraging them to be more independent and to talk through conflicts. It is at this time children often consolidate learning previously covered in small group activities.



Snack Time

The school promotes healthy eating and during snack time the children will be offered fruit or vegetables from the Government fruit scheme. The children are also provided with a free carton of milk but if your child does not drink milk we will provide them with water. Water is available for them to drink at any time throughout the session.

Outside Time

We have a safe enclosed area where the children have an option to work outside. The outdoor area offers challenge and progression in social, physical and spatial development.



Numeracy

Over the week, adults will work in the environment to support and extend their number skills.

Little Wandle

During the nursery session, the children gather together and take part in a planned Little Wandle activity. During the sessions, children enjoy listening to stories, listening to sounds and develop their fine motor skills.



Teaching and Learning

Your child's progress is monitored in Nursery using the government guidance document entitled 'Development Matters in the Early Years Foundation Stage'. This guidance helps staff to understand and support each individual child's development.

Shortly after the children start nursery, the staff carry out an initial assessment and while the children are in the nursery their progress is monitored. Each child has their own individual learning journey. Children's work, photographs and observations are added to tapestry. We encourage parents to upload photos and work from home which teachers will add to their journal.

We will provide your child with a developmentally appropriate curriculum full of exciting activities to stimulate and fill them with the desire to learn. This will include supporting their development in the characteristics of effective learning:

Playing and exploring

Finding out and exploring
Playing with what they know
Being willing to 'have a go'

Active learning

Being involved and concentrating
Keep trying
Enjoying achieving what they set out to do

Creating and thinking critically

Having their own ideas
Making links
Choosing ways to do things



In nursery your child will learn about

Personal, Social & Emotional Development

Self-regulation
Managing Self
Building Relationships

Physical Development

Gross Motor Skills
Fine Motor Skills

Communication and Language

Listening, Attention and
Understanding Speaking

Literacy

Comprehension
Word Reading
Writing

Mathematics

Numbers
Numerical Patterns

Understanding the World

Past and Present
The Natural World
People, Culture and Communities

Expressive Arts and Design

Creating with Materials
Being Imaginative and Expressive



Parents as Partners

Your child has already learnt a great deal from you before starting nursery. We believe that in order to provide your child with the best possible care and education it is important to work in partnership with parents and carers.



- Encourage self-help skills - putting on own coat, Velcro shoes, toileting routine.
- Talk and listen to your child about everything and anything.
- Play turn taking games.
- Sing nursery rhymes.
- Sing counting songs.
- Reading stories, sharing books is one of the most important things you can do.
- It is a good idea to involve children in our reading of road signs, notices, letters, lists, labels etc.
- Encourage your child to experiment using pencils, crayons, felt-tips, chalk etc. Young children move through a series of stages as they are learning to write. Most children begin by making marks. These marks can be proud accomplishments. As a child's writing continues to develop, he/she will begin to use random letters, most children begin with letters from their own name.

It is important to praise and encourage all their writing achievements. Encouragement enables children to become confident without fear of getting it wrong.

Additional Information

Clothing

The children in Nursery do not have to wear uniform. However, if you do want your child in uniform then the school colours are navy blue and pale blue. The children in the Nursery will have lots of practical experiences, some of them very messy! They will work with paint, clay, glue, water and sand. Aprons are provided, but sometimes accidents can occur.

It is very helpful if clothing is clearly labelled with your child's name.



Tapestry

This is an App which Nursery staff will use to communicate and share pictures of your child's learning throughout their day.

A message will be sent out on a weekly basis providing parents with information of tasks the children will complete that week. Parents are also encouraged to send in pictures of fun things they have been doing at home.

Road Safety

Taybrooke Avenue is a very busy area and to ease congestion it is suggested that parents visiting the Support Centre or Nursery may park in the first part of the school car park in Taybrooke Avenue, but the area marked 'staff only' which is over the zebra crossing is only for staff. Parking is also permitted on the recreation car park.

Emergency Procedures

Should your child become ill at Nursery we will contact you or a nominated emergency contact. After illness please ensure that your child is fully fit to return, for example, a child suffering from diarrhoea or sickness should be kept at home for at least 48 hours after the final bout of sickness or diarrhoea to ensure complete recovery and to prevent cross infection.

Child Protection

Parents and carers should be aware that the nursery has a duty to take reasonable action to ensure the welfare and safety of its pupils. We follow the Local Safeguarding Board procedures and inform the children's services of any concerns. Our designated Teacher for Looked After Children is Mrs C Allott (Deputy Head Teacher) and our Designated Member of Staff for Child Protection is Mrs Jill Sherwood (Pastoral Lead).

Support for Children

All children, at some point in their school life, may encounter difficulties. Kingsley Nursery aims to identify areas of learning and development which may require support as early as possible. We have close links with the Health visitors, Speech Therapist, and Child Psychologist. We also liaise with Mrs Barrass, our Special Educational Needs Co-ordinator and Mrs Johnson, our Assistant Special Educational Needs Co-ordinator.

At Kingsley Nursery, a child's educational, physical and social development is assisted by an effective parent-school partnership. If we have cause for concern, parents will be contacted immediately.

Outreach Services

Kingsley Primary School has an Outreach Team who works full time across the key stages. This role involves working very closely with parents and carers, school staff, external services and voluntary organizations. Our Outreach Worker can be involved with you and your child before they start Nursery and will be available right up until they leave for secondary school. You can contact Linda Craig on the school number or work mobile 07825282183.

Equal Opportunities

All children in the nursery are given the same opportunities in the curriculum. Where competition is involved, they compete as equals. A more detailed policy is available on request.

Policies

Copies of all our school policies are available on the school website - kingsleyprimary.com and copies are kept in school. If you wish to view any of these documents please contact the school.



Support Centre

Experience a warm, caring and welcoming atmosphere by visiting our support Centre. We aim to give children, their families and the community the best possible start in life by providing a range of different services within a clean, friendly and secure setting.

The services that we offer within our Support Centre are services that provide maximum impact on the children who attend Kingsley Primary School and their families. Such as:

- Little Gems - Nursery provision for 2 year olds.
- Child & Adult Counselling - Our fully qualified counsellor offers a variety of counselling approaches. Kingsley Primary School is pioneering this service to help support not just the children but also the family. If you require this service please speak to Mrs Jill Sherwood.

For more information on these services please speak to a member of the Support Centre staff.

Any other help, advice or information that you require we would be glad to help with. If this is something that we cannot help with we will try our best to find out where this help and support can be accessed.

Our Support Centre works closely with the Nursery, Reception Classes and School. We hope you find the Support Centre a welcoming and pleasant place to be. We welcome any ideas and opinions of how we can improve our service.

This handbook has been written to provide essential and useful information, but if this guide does not provide the answer to any question then please do not hesitate to speak to a member of the Nursery staff.

We look forward to seeing you soon...