

Churchfields Nursery Unit



Prospectus

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Welcome to Churchfields Nursery

This booklet aims to provide a general picture of life in the Nursery, together with the basic information required, in order to ensure your child's successful transition into our setting.

We hope to address some of the most common questions asked by parents, so that we can work together with you to promote independence and social confidence.

If you need to contact the Nursery for any reason, please telephone Mrs Smith, the Nursery Secretary on 020 8505 0386. Mrs Smith is available Monday to Friday from 8.30am until 1.45pm. Should you need to speak to someone outside these times, please email nursery@churchfieldsinfants.redbridge.sch.uk



Our aim is to provide a welcoming, friendly and secure setting where your child can thrive. We intend to help children gain the important skills they need for life. These skills include learning how to be independent, being kind and respectful of others and to develop qualities such as perseverance, confidence, enthusiasm and tolerance.

The children learn through play and first-hand experience and are offered the opportunity to participate in a variety of experiences that will enhance their skills and knowledge.

Admission

Our Nursery provides 30 full-time places and 60 part-time places: 30 in the morning and 30 in the afternoon.

Allocations to the Nursery are based on the following criteria:

1. "Looked after children", that is children in public care;
2. Children with an EHCP or where it is agreed that it is essential for the child to be admitted to the school on exceptional grounds.
3. Children with siblings on roll at the school.
4. All other applicants, with preference to children living nearest to the Nursery.

Following acceptance of your child's place, you will be requested to bring his/her full birth certificate to the Nursery Office.

Please be aware that entry into the Nursery DOES NOT ensure entry into the Infants' School. You will need to reapply for a place at the infants and fulfil a different set of criteria. Please contact Primary Admissions (020 8708 3121) for further details.



Key Persons

On admission each child is assigned to a key person, a member of the Nursery team who will take a special interest in his/her development.

A key group is made up of fifteen children and is used for group discussion, story and teaching input. Key persons are responsible for keeping ongoing progress records for the children in their care. If you have a concern about your child's progress in Nursery, it is probably best to speak to your child's key person in the first instance.

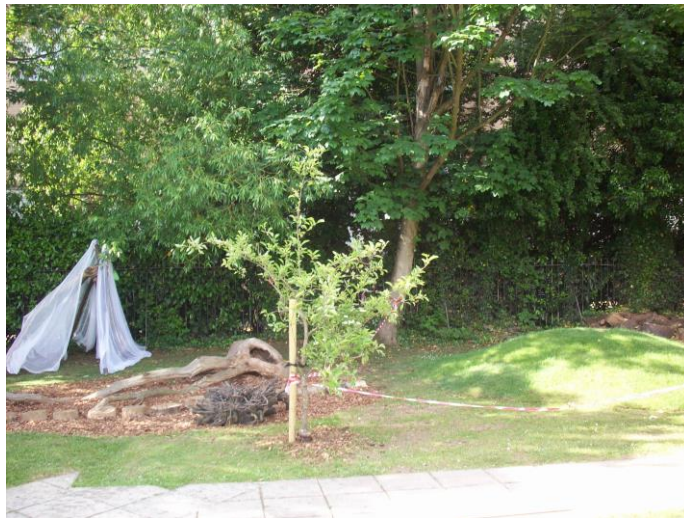
The Nursery is staffed by two teachers, two Early Years Educators and a teaching assistant. We often have students on placement. The Nursery also has one part-time secretary.

Working with Parents

Education is a partnership between home and school. We work closely with parents and carers, and we value your support and your suggestions.

Staff are always available to share immediately relevant information with parents/carers at the beginning and end of sessions and we value this informal contact. If you wish to speak to staff at greater length, you are invited to make an appointment. If we are at all concerned about any aspect of your child's development, we will let you know promptly.

In order to keep parents informed about Nursery activities, we regularly send messages through the 'Marvellous Me' app. We also send observations and photographs of your child through '2Build a Profile' emails. When your child has begun at the nursery you will be given passwords to these. Notices are also posted on the easel outside, or on the Parents' notice board. There are scheduled times throughout the year for parents to meet with key persons to talk about your child.



The Parent Teacher Association (PTA)

We welcome and value the support from our PTA who work hard to organise lots of fun activities and events throughout the year and in doing so raise a considerable amount of funds that support our school. In recent years we have benefitted from our outdoor classroom and the new enchanted woodland garden in our nursery.

The PTA is very much part of our school community and all parents are welcome to join, please get in touch via: pta.churchfields@gmail.com
<https://www.facebook.com/chuchfieldsschoolpta>

The Nursery Routine

Session Times:

Morning	8.45 – 11.45
Lunch	11.45 -12.45
Afternoon	12.45 – 3.45

Please note:



These session times are slightly different to those of the infant school. If you have older siblings in the infants it is essential that you:

- Drop nursery children off first at 8.45 if attending a morning session.
- Collect infant children first if attending an afternoon session.
- It is possible to collect children from 3.30 onwards in the afternoon.

When you arrive at nursery with your child, support them to hang their coats on their peg, put their book bag in the box and turn over their name card. At this point you may wish to remind your child about visiting the toilet.

The children are then free to access any area of the nursery and to go outside when the staff are available. Nursery staff assist the children in their choices, developing their independence and extending their learning through discussion and appropriate support.

There are times when children are directed to join in activities as part of a larger group.

Arrival and departure

The safety of the children is our primary concern. Children must be brought and collected by an adult, and a member of staff is always on 'door duty' to ensure that no child leaves the building unaccompanied. Parents/carers collect children from their class groups and staff will only allow children to go with known adults. If you need to change the arrangements for collecting your child please inform the nursery in advance. If you are delayed in collecting your child, please telephone the nursery so that we can reassure him/her.



It is very important that children are on time for the nursery sessions. Anyone arriving when the nursery is in session must sign their child in at the nursery office.

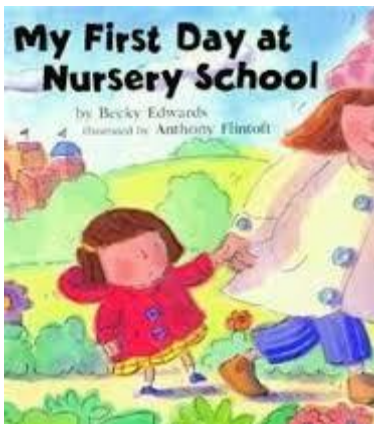
Settling in

We understand that for some children (and parents) starting nursery can be a difficult time. Every effort is made to ensure that your child's experience is a happy and positive one, and staff are always willing to discuss any concerns you may have.

Before children start to attend nursery, there is a session set aside for you and your child to visit us, so that together you can become familiar with the physical layout of the building, the activities offered and the staff members who will be involved in your child's social and academic development.

There will also be a brief informal visit by key staff to your home, so if you have any concerns, or have further questions you would like to ask; this is an ideal opportunity for a more in-depth conversation.

New children are admitted to the nursery in small groups of up to 8 children per session (two per key group), allowing children time to establish new relationships and become familiar with the nursery environment.



To ensure your child has a happy start to nursery, it's important to talk to him/her about what exciting things they're going to be doing every day – painting, singing, outdoor play etc.

Read stories about children starting nursery – there are plenty of titles available!

Make sure they have the correct uniform and that you arrive on time for both drop off and pick up.

Uniform

Wearing our nursery uniform gives children a sense of belonging and helps them to be comfortable and independent.

Our uniform:

- A white polo shirt
- Navy blue joggers or shorts
- Navy cardigan, jumper or sweatshirt – with or without logo
- Black Velcro fastening shoes – no boots please
- Blue and white checked summer dress during warmer weather – worn with socks, not tights.
- A suitable coat.

For health and safety reasons, no jewellery is to be worn in school. This includes any earrings for pierced ears.



Please label all items of clothing clearly, including shoes.

Book bags for carrying books and letters to and from school may be purchased from the nursery office. Additional bags are not necessary

Toilet training

Your child should be able to use a flush toilet at home before starting nursery. However, do not worry about the occasional accident. We understand that this can happen and will deal with it sympathetically.

If you should have any concerns or queries about this matter, please approach your child's key person who will be happy to discuss this further with you.

Food

There is a snack table in nursery and we provide children with drinks and fruit on a daily basis so please do not send additional snacks.

Some parents like to send in biscuits to celebrate special occasions (your child's birthday, the birth of a new baby). We would ask that these are plain and suitable for vegetarians (e.g., Rich Tea, Digestives). Due to allergies we do **not** allow children to bring sweets to share.



Health and Safety



Illness

Please telephone the nursery office if your child is ill and cannot attend nursery. If German measles is suspected/confirmed, it is important that you inform us, so expectant mothers can be warned.

If your child has sickness/diarrhoea, please keep him/her at home until two clear days after recovery.

Accidents

Although accidents in school are minimal, if your child does get hurt during the school day, the severity of the accident and injury is assessed immediately. Minor cuts and grazes will be given appropriate treatment in the medical room and your child will normally go back to their play. Parents will not be notified of minor injuries.

If your child receives a head bump, you will receive notification in your child's book bag unless the bump has been considerable, in which case you will receive a telephone call giving you the option of collecting your child.

It is vital that your contact details are kept up to date so that we can reach you in an emergency.

Summer Safety

During the warmer weather, it is important for your child to be protected from the sun. Please provide your child with a named sun hat, and apply a high factor sun screen to your child's exposed skin before they come to school. Sun glasses are not permitted to be worn.



Curriculum

Our Nursery follows the national Early Years Foundation Stage (EYFS) Framework, which has seven main areas of development. Through developmentally appropriate play, including both adult and child initiated learning, we offer a variety of exciting experiences that will enable all children to develop the knowledge, skills and understanding to progress in their learning.

The Early Years framework is divided into seven areas, which are all important and interconnected. The three **prime** areas are crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

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

There are four further **specific** areas of learning:

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

We aim to create an environment which fosters the development of the Characteristics of Effective Learning, which are:

Playing and Exploring - Children investigate and experience things, and 'have a go';

Active Learning - Children concentrate and keep on trying if they encounter difficulties, and enjoy achievements;

Creating and Thinking Critically - Children have and develop their own ideas; make links between ideas, and develop strategies for doing things.

Observation and assessment of progress is ongoing throughout children's time in nursery.

A voluntary contribution is asked for to cover activities such as cookery and extra curricular experiences e.g. science workshops, etc.



and finally

We appreciate that there is a lot of information to take in and we hope you will find this booklet useful for future reference. If you have any questions that have not been answered, or if you wish to clarify anything, please telephone the nursery, or speak with a member of staff.

Meanwhile, we hope that your child will be very happy at Churchfields and will enjoy all the benefits that good early education can bring.

