



Nursery School Handbook 2019/2020



Wells-next-the-Sea Nursery School:
'Investigative learning in a stimulating environment'

Welcome to Wells-next-the-Sea Primary and Nursery School

Our purpose built Nursery School opened in September 1996. The Nursery School serves the town of Wells-next-the-Sea and nearby villages including Warham, Wighton, Walsingham and Holkham. Children from other areas are also welcome to enrol.



In September 2018 we had the Nursery extensively refurbished to provide a stimulating and light learning environment. We are now able to offer provisions for up to 26 children aged 3 or 4 years covering a full school day available in 2 daily sessions.

The Nursery School is jointly managed by an experienced team. Mrs Marijke Kirk and Mrs Tiffany Jones are the Nursery Teachers with Jasmine Marsh and Naomi Tottle as our Nursery Assistants. Our Nursery Team has a wealth of experience in teaching the Early Years Curriculum, priding themselves in their teaching and learning through play.

Headteacher	Mrs Rachel Stroulger
Deputy Headteacher (EYFS leader)	Mrs Julia Norman
Nursery Teacher	Mrs Marijke Kirk & Mrs Tiffany Jones
Nursery Assistants	Mrs Emma Gunhouse Ms. Naomi Tottle
Chair of Governors	Mr Chris Beek
Special Needs Co-ordinator	Mrs Emma Beck

We value the support and encouragement we get from working in partnership with parents and know your child will be happy, stimulated and challenged during their time here.

All three and four year old children are allocated government funded childcare. These funded hours can be split between more than one setting, to suit the needs of individual families.

Nursery Admissions Policy:

The Nursery School is open for a full school day. There are 26 places in the morning and 26 places in the afternoon. Early education will be offered to families for 38 weeks of the year. The funded hours can be claimed (to the maximum available)

- Mon - 8.30am to 11.30am 12pm-3pm
- Tues - 8.30am to 11.30am 12pm-3pm
- Weds - 8.30am to 11.30am 12pm-3pm
- Thurs - 8.30am to 11.30am 12pm-3pm
- Fri - 8.30am to 11.30am 12pm-3pm

The Nursery School has 3 intakes: September, January and Easter. Children are entitled to start Nursery the term after their third birthday; however, this is dependent on the number of places we have available.



Our Nursery is offering part-time and full-time funded and non-funded places. This includes the extended 30 hours' provision. We also offer a lunch time session from 11.30-12.00 which is a chargeable service.

Parents are required to register their children for our Nursery School in the main school office. Parents will be contacted towards the end of each term to see whether they would like to accept a Nursery place for the following term. Nursery places are limited and we offer sessions on a first come first served basis.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

Parents are able to use their funded session with up to 3 providers. We need to be informed what these hours are so we are able to work consistently with the other setting(s).

Parents are asked to book which sessions they would like to attend. If they wish to change these sessions, they are subject to availability and changes can be made on a half termly basis. Personal information is required from parents to make sure that we can complete the funding process (NI number).

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 free entitlement.

Please note that applications to attain a place in the Reception Class will need to be made separately.

Partnership with Parents

A parent is a child's first teacher. The early years at home are the years where a child makes more progress than at any time in his or her life. We aim to build on this good start and trust you will help us to make the most of your child's time in the nursery school. We do this by:

- Ensuring we are available to chat about your child at any time or ask for a personal meeting. We are happy to give personal tips on how to support your child's progress in Nursery School.
- Providing weekly information outlining our learning opportunities and offering suggestions how you may build on these at home.
- Frequently updating the children's online "Learning Journey" making it easy to see what your child is doing at Nursery School
- Giving an open invitation to parents/carers /grandparents to help in the nursery (please speak to Mrs Kirk) it doesn't have to be a regular commitment, just as and when you have time. Regular helpers may need to complete a Criminal Records Bureau form.
- Providing books chosen by your child from nursery and to share at home.
- Inviting parents in each term to talk about their child and the progress they are making.

Transition into Nursery School

Your child will be welcomed into Nursery School the term after they are 3 years old:



- You will be informed by letter when your child is allocated a place in Nursery School and details of when to bring your child to visit us.
- When you come to see us we will arrange a home visit opportunity. Children and parents can get to know the Nursery Team and ask any questions in a familiar environment. Children remember the visit as one of the first and most significant contacts with the Nursery. Home visits are a great way to meet your child in the place where they feel most comfortable.

- Your child will receive their very own Nursery School book to help them remember where they are going.
- Your child will have a key person who gets to know them, their special interests, their characteristics of learning and their family.
- Your child will receive a book bag to take a book home to share from our book box.
- Each transition can be tailored to your child's unique needs; we want them to feel really safe and secure.
- We will need to see your child's birth certificate and will ask you about your child's interests and disposition.

We are very lucky to have our own purpose built classroom which has recently been refurbished throughout. The classroom has been divided into specific areas with easily accessible resources to encourage independence and child initiated learning. We have plenty of toilets and a very generous garden for our sole use.

For the first few weeks of term and often at intervals after this, we work very hard in teaching the children how to choose and look after resources appropriately, reinforcing our rules and boundaries and support them in becoming involved, busy learners. This is very important in providing our wonderful curriculum. Some children may find self-initiated learning hard at first but soon become very good at it when they know they have experienced adults who will promote their ideas and take their learning forward with new challenges and experiences.



What to bring

At nursery school your child will need...

- A coat and suitable manageable clothing: we go out whatever the weather!
- A change of clothes in case your child gets wet or dirty or is a little unreliable with toileting skills (this is not a problem in any way).

Our Day

- Parents and carers bring their child to the cloakroom to their own peg and help them hang up their coat.
- The children find their name card and place it in on the dinner board, registering themselves.
- Time to chat to your child and team members, you may also want to help your child to change their book at this time
- When most of the children have arrived, the chimes ring ready for our circle time; this includes a 'hello' movement song using brain gym and yoga techniques and a carpet session.
- Children can then move freely around the Nursery School environment choosing from a range of learning opportunities both indoors and outdoors.
- Children can choose milk or water and fruit or a healthy snack throughout the morning at our Snack Café.
- We meet again at the end of the session for another circle time or story.



The children at Wells-Next-The-Sea Nursery School will have opportunities to participate in sensory play, gardening, cooking, forest skills, music and singing, ring games, phonic games, philosophy and thinking skills, parachute games, pass the parcel mysteries, science investigations, educational visits and visitors... and much, much more.

Independence is supported and encouraged at every stage with a particular focus on in putting on coats and toileting skills. Positive behaviour is modelled and reinforced with clear concise rules and boundaries, within a secure structure where children know what to expect. Our learning environment, structure of the session and real open ended resources ensure the children are purposeful, busy and stimulated.

To keep you informed we use Class Do-Jo and the large whiteboard in the cloakroom. We display information about the terms' topic and details about themes and interests that we will be covering.

We also display the books the children will be looking at that week, linked to our topic. This information can be useful to start conversations with your child about their day at Nursery.

The Foundation Stage (Nursery and Reception) curriculum is organised into 7 areas. We may plan our learning opportunities around a theme that your child has a particular interest in, a core story or respond spontaneously to what they are doing and extend their learning. We also look at significant characteristics of effective learning, playing and exploring (engagement), active learning (motivation) and creating and thinking critically (thinking)

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

Areas 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, Language and Literacy	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

Special Educational Needs

Every child has individual needs; in some cases, these needs may require extra support. Research has shown that the continuous provision environment, combined with teacher initiated learning experiences is an inclusive way of meeting the needs of all children. As we get to know the children we may discover your child may be particularly gifted or need a little extra support in an area of learning. This will be discussed with you and possible action, for example an individual education plan, where specific measurable targets are suggested alongside supportive strategies may be initiated. Support from outside agencies through the school's special educational needs co-ordinator (SENCO) may also be used.

If your child has an existing need that has not been identified at Nursery or Day Care which is concerning you, please chat to any member of the Nursery team.

Safety and Security

If someone else is collecting your child for you, please let us know in advance and write it in the class diary on the names table.

For Health and Safety reasons dogs are not allowed on the school premises and please do not leave pushchairs/bicycles/scooters on nursery premises. Both the nursery class and main school operate a no-smoking policy.

Please make sure all doors and gates are securely fastened when you enter and leave the nursery area.

Everyone visiting nursery, must sign in at the main school office and collect a visitor's badge/sticker. In this way we can be sure that only authorised visitors can have contact with the children.

Medical Care

The nursery staff are qualified first aiders. Please let us know if your child has any health problems such as asthma, allergies or hay fever. We can then make arrangements for essential medication, such as inhalers, to be looked after by a member of staff.

If your child becomes ill or has an accident at nursery, we shall of course let you know. Please make sure that we have an up-to-date contact number for emergencies. If your child has a rash, sore throat, discharge from eyes or ears, or sickness and diarrhoea, please adhere to the school policy of the 48 hour rule, from the last episode.

Clothes

YOUR CHILD WILL GET DIRTY!! This means they are participating in our wonderful curriculum. Help your child's independence by providing them with comfortable and easily fastened clothing and shoes. Washable, practical clothes please! We do not want your child to feel worried about getting dirty and messy.



Absences

Please inform the school office or the Nursery School Team if your child is unwell or is unable to attend a session, so we can ensure that the school attendance policy is adhered to.

Top Tips to Ensure Your Child Enjoys Nursery School

- Begin to encourage your child to dress themselves, go to the toilet by themselves, wash and dry their own hands.
- Buy Velcro shoes, elasticated trousers and pull off tops.
- Don't send your child to Nursery School in belts, dungarees, flimsy sandals.
- Encourage your child to play with other children, to share and take turns.
- Get your child used to leaving you for short periods, always say 'goodbye' and come back when you say you will.
- Show confidence when you leave your child even if you don't feel it (we will ring you if they are upset, we promise!)
- Build a routine for your child and ensure he or she attends regularly.

Transition into Reception Class

Our Nursery School is part of our Primary School and offers an excellent opportunity for your child to become familiar about starting school and feel confident about the move to 'big school'.

We offer a unique programme:

- A number of transition sessions in the summer term, where the Nursery pupils visit the Reception Class exclusively and get to know their new teachers.
- Visits to the nursery from our reception Class Teachers.
- A staggered start into school with home visits.