



Welcome to St Mary's CE School Nursery



St Mary's CE School Nursery Information Pack

September 2016

St Marys CE Nursery

Our Aims

To provide a stimulating play based environment that enables children to learn through experimenting and exploring alongside adults who support their learning and development through questioning.

“Play underpins all development and learning for young children.”

EYFS Practice Guidance 1.17

St Mary's C.E. School Nursery aims to provide children with a rich and varied setting in which they can learn and develop skills through play in a secure and exciting environment.

The children will have experiences which will match their level of development in all areas of learning: Personal, Social and Emotional, Communication and Language, Physical, Literacy, Mathematics, Understanding of the World, and Creative Arts and Design.

Your child's Key Worker will keep you informed of the developmental steps your child makes as they progress through the Nursery. We will also rely on parental input to help build a broader picture of your child and their development. This information will be shared through informal chats, parents' meetings and the use of the on-line learning journal, Tapestry.

We recognise that all children learn, develop and progress at different stages and therefore, we will work with each child at their level ensuring they feel secure before moving on to their next steps. The activities and experiences that we offer will help children gain independence and confidence and give them the vital skills needed as they move through their learning journey.

We look forward to being a part of your child's first steps in their education.

Contact Information

St Mary's C.E. School

Keen Close

Fairford Leys

Aylesbury

Bucks HP19 7WF

Phone: 01296 482094

School Email: office@st-marysaylesbury.bucks.sch.uk

School Website: <http://www.st-mary-bucks.eschools.co.uk>

Nursery Blog: <http://www.nurseryatstmarys.wordpress.com>

School Facebook: <https://www.facebook.com/StMarysSchoolAylesbury>

Headteacher: Mrs P Gurton

Deputy Headteacher: Mrs S Dimpleby

Nursery Manager: Mrs T Long

Nursery Deputy Manager: Mrs J Welland

Nursery Staff: Mrs Vanessa Hawkins

SEND Co-ordinator: Mrs J Partridge

OFSTED: <https://www.gov.uk/government/organisations/ofsted>

Privacy Notice – Data Protection Act 1998

St Mary's C.E. School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about your child from a previous setting.

We hold this data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well the setting is doing

This information includes:

- Contact information
- Ethnic group
- Special Educational Needs and Disability
- Medical information

We will not give information about your child to anyone outside the School without your consent unless the law and our rules permit it. We are required by law to pass some of your child's information to the Local Authority and the Department for Children, Schools and Families.

Special Educational Needs and Disabilities (SEND)

The staff at St Mary's CE School Nursery are proactive in the support of the children with Special Educational Needs and Disabilities. Staff will seek the support from the School's SEND Co-ordinator in line with the schools SEND Policy to ensure the needs of **all** children in the Nursery are met appropriately. Staff will also ensure that parents are kept informed of developments in their child's learning and that outside support will be accessed where required.

Staffing

The staffing at St Mary's CE School Nursery will be in line with Government requirements and be lead by a qualified teacher who will be supported by a Deputy Manager and a Nursery Practitioner.

Parent Partnerships

St Mary's CE School Nursery recognises that parents are children's most influential educators. We at St Mary's CE School Nursery want to build strong partnerships with parents where there is two-way flow of information. We will strive to build strong and trusting relationships. We will keep parents informed of what we are learning about each week through:

- The Nursery Blog
- Homework Activities
- *Tapestry* an On-line Learning Journal

These different forms of communication will help parents work alongside their child at home to help in their learning.

Transition to Nursery

St Mary's CE School Nursery strives to build a smooth transition for the children joining the Nursery. We aim for the children to feel:

- Safe in their new environment
- Secure in their relationship with their key worker
- Happy to be left by their parents
- Ready to take part in learning activities

We build up the children's transition to Nursery through:

- Home visits
- Interviews at the Nursery
- Short Stay and Play Sessions
- Shorter Sessions in their first week

These steps will help to build the child's confidence in their transition to Nursery. We welcome parents into the Nursery Class each day to help settle their child on their arrival.

We recognise that some children may need more support in their transition and may require further visits or a longer phased start.

Risk Assessment

St Mary's CE School Nursery believes that the health and safety of the children is of vital importance. We follow the Nursery's Policy on all Health and Safety practices.

Safeguarding and Child Protection

All of St Mary's CE School Nursery Staff are required to go on Child Protection Training and follow the School's procedures in regard to any Safeguarding issues.

Mobile Phones and Social Networking

Mobile phones are not allowed to be used in school when the children are present. Parents who volunteer to help on school outings are informed of our Mobile Phone Policy and are asked not to take photos with either their phone or camera.

Photographs of the children are only taken if parents have given written permission. Photos of the children are used on the school Facebook Page, the School Blog and

Website and on *Tapestry*, the on-line learning journey. Parents are informed of this and photos of children will only be posted if permission is granted. Parents are asked not to share photos of other children via social media without consent.

Staff are asked to think carefully about their own use of Social Networking and ensure their personal use is in line with school policy.

Safe Use of Internet

All children and parents are required to sign an Internet Safety document. Young children are supervised when using the Internet. Internet Safety information can be found on the School's website. All children receive Safe Internet Use lessons suitable to their age group.

Health and Safety

St Mary's CE School Nursery is committed to securing the Health, Safety and Welfare of all children and Staff. We follow the Nursery's Policy on all matters of Health and Safety including Fire Safety and Lockdown Procedures.

All visitors are required to sign in at the main school office. The Nursery Entrance is kept locked and the outer gates are padlocked.

Missing Child

St Mary's CE School Nursery recognises the importance of the safety of its children.

The staff will ensure that all reasonable steps are taken to ensure that children do not go missing and the appropriate individuals are contacted to allow children who are missing to be located promptly in order to minimise risk to their well-being.

No Smoking, Alcohol or Drugs

There is no smoking, alcohol or drugs allowed on the premises. We comply with the health and safety regulations and the welfare requirements of the EYFS.

Recruitment

When recruiting we follow the County guidelines for safe recruitment. Staff are appropriately qualified and their identities are verified. DBS checks are required for all Staff.

Staff to Child Ratios

The staff to child ratio is in line with County guidelines:

1:13 with a qualified teacher

1:8 with Level 3 NNEB or equivalent

Volunteers and Students

All volunteers and students will be vetted according to School policy and have DBS checks completed. All volunteers and students will sign in and wear identification. They will be made aware of the mobile phone policy. They will not administer first aid to the children or be left on their own with an individual child.

Equality of Opportunity

St Mary's CE School Nursery recognises and welcomes all children and their families regardless of their gender, sexuality, class, family status, means, disabilities, ethnic origin, culture, religion or belief in line with the School's Policy.

Behaviour Management

St Mary's CE School Nursery will follow the Nursery's Behaviour Policy. We aim to provide a safe, secure, happy and caring environment in which your child will thrive.

If there are concerns regarding a child's behaviour, parents will be informed in order to provide support and advice. Support from the School's SEND Co-ordinator may be drawn upon or other professionals as needed.

Admissions

St Mary's CE School Nursery will admit children according to the Nursery Admission Policy.

Attendance

Parents are asked to contact the main school office if a child is not attending the Nursery due to illness, holidays or other circumstances. If your child is late you will be required to sign your child in at the main school entrance.

Illness and Injury

St Mary's CE School Nursery works to ensure the good health of all children in preventing the spread of infection.

If your child is ill, please keep them at home until they are well. If your child has experienced sickness or diarrhoea please keep them at home for 48 hours after the last episode. Please contact the school office for further information and advice regarding illness.

Medicine

St Mary's CE School Nursery will follow the School's Policy on Medication. If your child requires prescribed medicine, this will need to be approved by the Head teacher, Mrs Gurton.

Accidents and Incidents

All accidents and incidents are recorded as required by Nursery Policy. If your child has hurt themselves they will have a sticker to indicate that they have had first aid. In the event of your child bumping their head, they will have a first aid sticker and a bumped head letter. We will also inform parents if the incident is of a more serious nature. Minor scrapes and bumps will be identified by a first aid sticker.

Incidents are recorded as Nursery policy requires. These are used to build a picture of any behaviour that may be a cause for concern. Parents will be informed if there is an incident of a serious nature such as biting. County advises that if a child has bitten another child or has been bitten and the skin is broken that both children visit their Doctor for further advice.

Collection of Children

Please enter the Nursery through the Early Years Main Entrance. Please leave pushchairs outside the school building.

St Mary's CE School Nursery will ensure that if a child is not collected that all reasonable steps will be taken to contact the named person to collect the child. Parents are asked to keep the Nursery informed of current telephone numbers and suitable contacts for each child. If you are detained for any reason or need a different person to collect your child, please contact the main school office.

While your child is waiting to be collected, they will be looked after by a member of the School Staff.

If you need to collect your child at an earlier time for an appointment, please inform the Nursery in writing or tell a member of Staff. Please go to the main school entrance to collect your child and sign them out.

If your child rides a scooter or bike, please ensure they walk it whilst in the school grounds, particularly when they are coming down the path to the main entrance. They may leave their scooters in the Key Stage 2 bike and scooter storage area.

Fees

All children are entitled to attend a free part time early education place from the term after their third birthday until they start school. It is essential that an EEF3 form is filled out to guarantee funding for your child's free 15 hours.

St Marys CE School Nursery offers 15 hours in a Morning or an Afternoon session.

If your child is attending a maintained nursery school, reception or nursery class within a school for 15 hours this is your total free entitlement, you must not make a claim from another provider.

Please see below for information regarding free early education funded sessions.

Please note term means funding term

Birthdays on or between	Eligible to start
1 January - 31 March (inclusive)	Summer Term (from 1st April)
1 April - 31 August (inclusive)	Autumn Term (from 1st September)
1 September - 31 December (inclusive)	Spring Term (from 1st January)

The Nursery requires one full term's notice in writing if a child is leaving the Nursery, other than at the normal age of transfer to school.

Outings

St Mary's CE School Nursery ensures that all outings will be conducted with strict adherence to County Guidelines in regards to staff to child ratios and health and safety.

Transport that is used on outings is suitably insured and recommended by County.

Curriculum

St Mary's CE School Nursery Curriculum is based on learning through play, discovery and questioning. Children's emotional well-being is of the utmost importance as it is not until they feel safe and secure in their surroundings that they will begin to learn and develop.

We will provide a rich and stimulating range of learning activities for the children to participate in which are firstly based on their interests. We will work to help each child build their skills, knowledge and experiences to help prepare them for their next steps in their learning.

We value parents input and will ask for support to help plan areas of learning based on their child's interests.

We will follow the Early Years Foundation Stage Curriculum

Key Workers

St Mary's CE School Nursery operates a key worker system. Each member of staff is responsible for supporting approximately 8 children and their parents/carers. You will be informed of your child's key worker on their interview session at the beginning of the term. Your child's key worker is your first point of contact if any information needs to be shared.

Your child's key worker will work alongside you to keep you informed of your child's development throughout their time in the Nursery. Key workers will make observations of your child at play and help to support their development through

questioning and setting up suitable activities at your child's level. This will ensure progress is made.

The Nursery uses a secure on-line Learning Journey called **Tapestry**. This is a personal on-line learning journal which records, photos, observations and comments in line with the Early Years Foundation Stage Curriculum. Parents can access these observations and photos via their mobile phone, PC, tablet or laptop. This learning journal also allows for parents to post learning that is happening in the home to share with the Nursery. This allows for a fuller picture of the child's learning and development for the key worker and parents to access.

Parents will also have informal meetings every half term with their child's key worker to be informed of their child's next steps in their learning. Parents will also receive a short report at the end of the year commenting where their child is in relation to the Early Years Foundation Stage Curriculum. CD's containing all of the child's Tapestry Photos can be made if a blank CD is supplied by the parent.

Any information from previous Nurseries will be useful for key workers to read before your child begins Nursery at St Marys.

Any problems or concerns parents have should be addressed to your child's key worker or the Lead Teacher, Mrs Long.

Nursery Uniform

St Mary's C of E School Nursery Staff believe that wearing a uniform helps the children to feel a part of the school community and helps them with the transition to the Early Years reception class.

Wearing a uniform will avoid children's normal clothing from being damaged or stained. The children will be encouraged to wear aprons or waterproof clothing when engaging in messy activities but children still may come home with a dirty uniform. We use products which are water based and should therefore come out in the wash.

Uniform (Mapac) information can be accessed through the school website:

<http://www.st-marysaylesbury.bucks.sch.uk/>

Please send your child to school in the Nursery jumper, track suit bottoms or leggings, a blue polo shirt and sturdy shoes or trainers. Nursery rucksacks are also available through Mapac.

If children have pierced ears, please ensure they wear small studs only. Shoulder length hair should be tied back with a simple band and nail polish or jewellery should not be worn. These requirements are in line with school policy.

Please send your child to school with suitable outdoor wear on a daily basis as we are outside every day. This would include:

- Sunhat
- Waterproof coat and trousers
- Winter coat
- Winter hat and gloves
- Wellington boots

Although we do have some spare clothing, supplying a spare set of clothing in your child's rucksack would be advisable.

Personal Hygiene

We are able to change nappies if your child is not dry by the time that they start Nursery. Please inform the Staff of any toileting issues that your child may have. If your child is wearing nappies, please ensure that you send your child to school with nappies, wipes and nappy sacks in their ruck sack.

Snack

The Nursery will provide a healthy snack on a daily basis consisting of fruit, vegetables, or a carbohydrate based food. Please ensure staff are fully aware of any food allergies or intolerances. The weekly snacks will be posted for parents' information.

All food will be prepared by trained Staff in regulations to food hygiene regulations.

Please send your child to school every day with a named water bottle filled with **water** only.

Complaints

If you have any concerns or complaints please make these issues known to the Nursery Teacher as soon as possible. If you feel your concerns need to be taken further please speak to the Head Teacher, Mrs Gurton who will review your concerns and pass them on to the Governing Body if necessary. All complaints will be recorded.