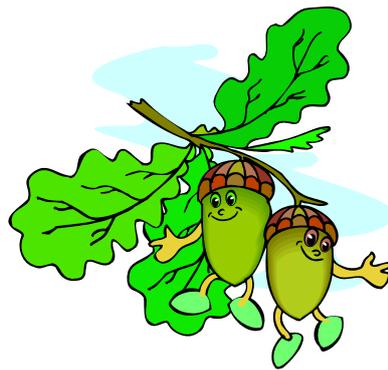




"Tomorrow's success begins today"

Welcome to Kents Hill School Nursery



September 2017



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A warm welcome to Kents Hill School Nursery

The staff and governors would like to take this opportunity to welcome you and your family to the Nursery of Kents Hill School. The Nursery is the first year of the Early Years Foundation Stage of your child's education in school. Following this we hope they continue this stage of their education in our Reception classes, Ash and Beech.

Here at Kents Hill we aim to provide a happy, secure, friendly and stimulating environment where children learn and have fun together, supported by an enthusiastic and professional staff team. Your children will arrive at Nursery as experienced learners, bringing from home a great deal of knowledge about themselves and their world. We hope to be able to work together to build on, and extend their developing interests, skills and experiences.

The Nursery is led by a qualified teacher, who is supported by qualified and experienced learning support assistants. Each child will be cared for within a key group, a small group of children supported specifically by one member of staff. This gives the child and parents the reassurance of care and safety. This staff member will also work to build relationships with each of their parents.

"Tomorrow's success begins today"

OUR AIMS

At Kents Hill we aim:

- To support everyone's learning journey, encouraging excellence, with determination and courage, in a safe and friendly environment;
- To provide an exciting and stimulating environment in which learners will gain confidence, independence and a sense of responsibility;
- To deliver opportunities for everyone to acquire and apply knowledge and skills, preparing them for the future challenges of our ever-changing world;
- To build an outstanding community based on kindness, honesty and respect for ourselves and each other.

In addition to the above, whilst your child is in Kents Hill Nursery, we aim to:

- Create a safe and happy environment where your child will feel wanted and excited about learning, through meaningful and constructive play.
- Work in partnership with parents/carers to establish positive home/school links.
- Encourage their self-confidence, self-discipline and independence.
- Celebrate learning and achievement.
- Prepare them for the next step in their education.
- Have lots of fun!

What will my child do at nursery?



At Kents Hill School Nursery we provide a broad, balanced and rich nursery education through a range of activities within both the indoor and outdoor learning environments. The environment itself is carefully structured and rarely changed (unless for a very good reason) as this promotes security and continuity for the children.

We follow the 'Cornerstones' curriculum which gives the children a wide variety of experiences that all link to the 7 areas of learning:

Speaking & Listening

Moving & Handling

Personal, Social & Emotional

Literacy

Maths

The World

Expressive Arts & Design



Alongside this we also respond to the seasons and the calendar, giving a 'shape' to the children's year in Nursery. This provides special, one-off opportunities for exploration and learning such as festivals that are celebrated by groups of people emphasising togetherness and participation with one another e.g. Easter, Eid ul Adha, Mother's Day, Chinese New Year, St George's Day.

Creativity runs through the whole curriculum, with each experience offering opportunities for children to make choices, think through solutions to problems and find unique ways of expressing their ideas through talking, drawing, painting, creating models, making music, singing, dancing and moving, enabling them to become confident and independent learners.

This website has a wealth of useful information for parents of young children:

www.foundationyears.org.uk

What time will my child start/finish?

The main educational Nursery session is from 9.00am - 12 noon, Monday to Friday.

If your child is staying in school for more than these 15 hours, you will know the pattern for your child.

It is important that children are brought and collected promptly at the correct times as our sessions differ in their nature and staffing needs.



What happens about dropping off/collecting my child?

- Adults **over 16** must bring and collect your child to and from Nursery. You must inform us of who that person will be and provide them with your password.
- For health and safety reasons pushchairs cannot be brought into Nursery. However, we would ask that you bring younger siblings into the building with you, as Nursery staff cannot held be responsible for children left in pushchairs outside. It is important that you look after younger siblings while you are in the building.
- If someone other than the normal adult is collecting your child for any reason, you must let us know either in person/by telephone. The person collecting will be asked for a password that will have previously been agreed by you.
- If you are unavoidably late, you must also let us know so we can reassure your child and avoid them becoming too upset. It is important that children are collected on time. Late collection should only be in exceptional circumstances - you will be asked to sign in the late book and give a reason for lateness. There may also be a charge for late collection in line with our childcare costs.

Attendance and punctuality

At Kents Hill, we aim to help children and families into good habits for life. There are 14 weeks of school holidays through the year and we encourage you take your family holidays during these periods. If you need to request an absence during the term time, please complete a leave of absence form. Until children reach the age of 5, attendance at school is not compulsory, but builds good practices.

It helps children to arrive on time into Nursery. When they arrive with all of the other children, they follow the same routines and settle into the session more easily. Please aim to arrive on time every day.

Do Nursery children wear uniform?

We ask children attending the Nursery to wear an embroidered school sweatshirt, cardigan or T shirt along with black or grey jogging bottoms or leggings. Wearing the school uniform helps your child to have a sense of belonging. It is very important that children should be suitably dressed for indoor and outdoor play. All their clothing **must** be clearly named and embroidered uniform may be ordered online via our school website.



Alternatively, if you wish to buy in person, Kedaph Schoolwear Ltd are our new supplier who are based locally (see inside your pack for details).

Please ensure all clothing and belongings are clearly named - you can buy self-adhesive name labels via the link: <http://www.name-labels.com>.

All children must have a book bag; these are available to buy from the school office.

Clothes need to be easily removable to help your child become more independent especially when going to the toilet. Aprons are provided for painting etc. but clothes may get a bit messy from time to time due to the nature of nursery activities. Children must wear footwear that is suitable for outdoor and indoor activity - preferably without shoe laces.

Voluntary Fund

Free milk and daily fruit and vegetable snacks are provided for all children. Water is also available at all times. We also ask that parents contribute towards the cost of cooking and other activities which take place throughout the year. This can be in the form of a regular donation or a single amount at the beginning of the year or term. We will send a letter about this in the Autumn Term.

How will I know how my child is getting on?

From when children start school, staff will find out about their knowledge and abilities, so that each child's learning needs can be met. This assessment takes place through normal, everyday class activities and the children are generally unaware of the process. We assess their development across all areas of the curriculum. Staff will also take into account any information received from parents and/or previous settings. This information is recorded through an 'Early Learning Outcomes' document.

Your child's progress in the Early Years Foundation Stage will be reported to you at Parents Consultations (one each term) and in their end of year written report. These records are all kept as an online Learning Journal in Nursery and will be sent home by email to you on a regular basis using the 2Buildaprofile system. If you or we have any concerns regarding your child in between Consultations, we will arrange for a discussion to take place at a mutually convenient time.

Good behaviour

Our school Behaviour Policy is based on promotion of positive behaviour and by praising exemplary attitudes and behaviours.

We have 3 main Golden Rules in Nursery - 'Kind Hands, Kind Words, Kind Feet'. Children are rewarded for displaying positive values and attitudes, including towards their learning. If children have difficulty following our Golden Rules, we will try to help them to understand how their behaviour is affecting others. Continuing unacceptable behaviour will be shared with parents. Children learn much more quickly when parents and school are working together.

Our Behaviour Policy can be viewed on the school website.

Health Matters

Toilet Training

It is recommended that children are toilet trained before starting nursery, but we do recognise that children develop at different rates. Many children are just past their third birthday when they begin Nursery and so there may be a very small number who have not developed consistency in their toileting.

We will discuss the management of this with the parents/carers so that we are working in partnership towards the child's independence.

What if they have an 'accident'?

You are asked to provide a change of clothes for your child in case this situation occurs. The staff will help them to change into their fresh clothes.

What happens if my child is ill?

If you are at all doubtful about the health of your child, please keep him/her at home. Please phone us to let us know if they are not coming in, and the reason for their absence.

If your child becomes ill during the Nursery session, we will get in contact with you to explain the situation and ask you to collect your child as soon as you can.

If your child has had a bump or a scrape, we will administer simple first aid and note it in our Accident book. You may be given a slip to sign to make sure you are aware of what has taken place. If your child has an accident requiring a doctor's attention, becomes unwell or receives a severe bump to the head, we will contact you immediately.

Medical Needs

If your child has an ongoing medical need which requires either treatment or monitoring, please ensure that you share this information with staff as soon as possible.

If staff are required to supervise a child taking medication, for example, an asthma inhaler, we will need prior written authority and full written instructions. Please ask your key person for a form.

Health and Safety

We regularly check all areas of the Nursery and all equipment to ensure a safe environment. If you notice anything that may be a hazard please bring it to the attention of a member of staff. All staff have first aid training.

How will you get in contact with me?

At the start of the year we will ask for emergency contact details for yourself and someone else with whom we can get in touch in case of an emergency.



It is very important that you notify us immediately of any changes to your contact details so that we always have an up-to-date telephone number and email address. We send regular newsletters and other information via email. Information about the topics we cover, along with ideas of how to support your child's learning are on our school website: www.kentshillschool.org.uk. If you don't have access to a computer, we will send information in paper format via your child's book bag.

PARENTS AS PARTNERS

Parents are children's most important educators in their earliest years and continue to play a major role in their young child's learning when they enter the Foundation Stage setting.

We value your role and look forward to working in partnership with you in the Nursery setting. Here are some of the ways you can become more involved with your child's learning experiences and help build a unique link between home and school:



- Provide opportunities for your child to play imaginatively at home.
- Share a book with your child every day, talk about books, read familiar words to them. For example, labels on their favourite foods, family names. Enjoy a wide range of books, e.g. poems, nursery rhymes and information books together.
- Encourage your child to listen to songs, music, stories and rhymes and retell or sing them back to you.
- Talking with your child is very important - but so is listening to them. Try to answer their questions if at all possible.
- Encourage them to count and use numbers in everyday situations and in nursery rhymes.
- Help them to match and sort things, e.g. putting knives and forks, cups and saucers and socks into pairs, or sorting out big and little tins and putting packets into order of size.
- Give them the chance to use their fingers and hands, e.g. building with bricks, cutting out with scissors, helping with baking or food preparation and fastening zips and buttons.
- Encourage them to express their own ideas and feelings through using crayons, pens, pencils, paint, music and dance and play.
- Encourage them to take turns and share with siblings and friends. Let them lose at games sometimes!
- Encourage your child to talk to adults about their feelings.

How can I help prepare my child for Nursery?

Preparing your child for Nursery is very important. Here are some suggestions of things you can do to help.

- Before they start try to get them used to other people. Encourage them to spend some time with a trusted adult away from home. Also encourage other children to come and play and let your child go to other children's homes.
- Encourage your child to independently put on and take off their coat, socks and shoes. This will enable them to manage their own coat as they go in and out of the learning areas in Nursery and take part quickly and easily in our P.E. and movement and music sessions in the main school hall.
- Make sure they can manage the toilet on their own and can ask clearly when they need to go, including washing their hands.
- Help them to independently use a tissue to wipe their nose.
- Explain to your child that they can speak to their key person or any of the Nursery adults, if they are unhappy in Nursery. We are here to help.

Parental involvement

We welcome parents in Nursery. In order to make our Nursery a happy and successful learning environment for children, we need your support!!

All Nursery activities can be enriched and extended by the involvement of parents. Through a parent rota scheme, we welcome parents and carers into Nursery to share time with the children and involve them in activities such as baking, artwork and sharing special skills.