



## Welcome to Nursery

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## **A warm welcome to the Lee Brigg family**

Dear Parent/Carer

I am delighted to welcome you and your child to our school.

Lee Brigg Infant and Nursery School is a very special place where we truly value working in partnership with parents and carers to provide the best possible foundations for children's learning and development. From the moment you enter our school on your very first visit, I am sure you will notice how happy and confident the children are. They are cared for exceptionally well by a dedicated staff team and enabled in their learning to shine as individuals and reach their full potential.

I am very proud to be the Headteacher of this wonderful Nursery and Infant School and hope that you and your child are looking forward to the exciting times ahead.

I look forward to meeting you very soon and to a happy and successful home/school partnership.

Yours sincerely



Sarah Gordon  
Headteacher

## Contents

Before starting Nursery	4
An Introduction to Foundation	4
Settling In	5
Daily Routine	5
Self-Registration	5
Snack Time	5
Self-Care (Toileting)	6
Clothing	6/7
Jewellery	7
Nursery Fund	7
Lending Library	8
At the Start and end of Sessions	8
Safeguarding Children	9
The Statutory Framework for the EYFS	9
The Areas of Learning and Development	10
Learning in the Foundation Stage	10
Areas of Provision and Learning	11
Assessment	11
Learning Journey Books	12
Golden Rules	12
Celebrating achievements	12
Use of photographs	12
Newsletters	13
Parent consultation meeting	13
Home School Agreement	13
Medical appointments	13
Medicines in school	13
Transition to Reception	14

Starting nursery marks a new and exciting stage of life for both child and parents. This booklet is intended to give you a flavour of life in our foundation stage, hopefully you will find it informative. Please do not hesitate to ask for more information should you require it.

### **Before starting nursery**

We offer a range of pre-nursery visits to help you get to know us and to give your child a happy and confident start to nursery.

These include:

- Introductory visit and tour of the school
- FEET sessions
- Welcome meeting
- Home visit
- Shorter first session with parent/carer

Please do not hesitate to ask if you would like to arrange extra visits with your child before they start nursery.

### **An introduction to the foundation stage and the school day**

The foundation stage has two classes – nursery and reception

Children begin nursery (sometimes called lower foundation) the term after their third birthday and attend on a part time basis. At Lee Brigg we offer the choice between 15 hours across morning sessions or 15 hours across afternoon sessions.

#### Nursery session times

8.30am until 11.30am (morning sessions)

12.30pm until 3.30pm (afternoon sessions)

Children move into reception (sometimes called upper foundation) in the September of the academic year in which they turn 5. This is when they begin to attend school on a full time basis.

## **Settling in**

Most children settle at nursery very quickly. Please feel free to stay with your child while they do so and please, always say goodbye before you leave. Some children do find separation difficult at first, but members of staff are always on hand to reassure them and help to develop the feeling of security.

Try not to feel too anxious if your child does not settle straight away. In our experience, an upset child usually forgets their misgivings a few minutes after the parent has left. If this happens to your child you may be left worrying at home, you are always welcome to give us a ring to put your mind at rest.

## **Daily routine**

At the beginning of each session children choose an activity in one of the areas of learning and provision that interests them. We come together for 'Wake up shake up' – which wakes our brains and bodies up and then have a 'Letters and Sounds' session. These involve specific activities aimed at developing the listening skills essential for literacy. Activities range from identifying sounds in the environment, distinguishing between musical sounds and imitating sounds with their own voices. This then moves on to children identifying the letter sounds within simple words, hearing initial sounds in words, blending and segmenting sounds and recognising rhyming words. More information can be found in our separate Letters and Sounds booklet.

## **Self-registration**

We will take a photograph of your child during their home visit which will be displayed on their coat peg and registration card. Children use this registration card to register themselves when they arrive at nursery and to learn to recognise their name and to write it as their skills develop.

## **Snack time**

Another photograph goes on their drink in the snack area. Milk or water and a variety of healthy fruit and vegetable snacks are provided each day. During the session children can choose when they would like to have a snack. This is a social experience with children sitting together at the table and talking to one another.

## **Going to the toilet**

In preparation for nursery, we ask that parent and carers work with their child so that they are toilet trained or well on the way on entry to nursery. We do not have a changing area in the nursery toilets, therefore changing nappies can be difficult. Please encourage your child to manage using the toilet independently at home and to learn how to wash and dry their hands. At Lee Brigg the toilets and sinks are child sized to enable children to be independent, however, when accidents do occur staff are always there to lend a hand. It is helpful for us to know about any particular toilet issues your child may have so we can help and support. We do understand that all children develop at different rates and please be assured that we are always available to offer support and guidance, so please do not worry.

## **Clothing**

School uniform is optional for children in nursery, although many parents do choose it for their child because it promotes a strong sense of belonging to the school community. Items of uniform with the school logo can be purchased from goodies Limited.

At Lee Brigg Infant School the school uniform consists of:

### Girls

- navy skirt, pinafore dress, trousers or culottes
- white blouse or white/red polo shirt
- red cardigan, jumper or sweater top
- sensible school shoes

### Summer variation

- red or blue short-sleeved dress in any pattern of checks
- navy shorts with red/white polo shirt

### Boys

- navy trousers/jogging bottoms
- white shirt or white/red polo shirt
- red jumper, red cardigan, red sweater top
- sensible school shoes

## Summer variation

- navy trouser shorts with a white/red polo shirt

Your child will be free to access outdoor learning experiences every day, so we ask for a pair of wellies to leave in school because our outdoors can be quite muddy! The most important factor when it comes to suitable clothing for nursery is to ensure your child is comfortable, warm and able to move freely so that they can learn freely. Something comfortable and practical for a busy day is really what nursery children need! Learning at nursery is always fun and very often messy. We have aprons but there are no guarantees active learners will stay clean.

We encourage children to be independent with their clothing so please avoid difficult fastenings and shoe laces.

Children may want to take off and hang up jumpers etc. during the session. **Please ensure ALL items of clothing are named including coats, shoes and wellies** to avoid mix ups.

## **Outdoor Learning and clothing**

We plan for children to access the outdoor classroom most days and in all seasons, so please ensure your child has a coat and suitable clothing (hat, gloves, scarf etc.) at nursery. It would be an enormous help if you could prepare your child by encouraging them to put their coat on for themselves and have a go at the fastening.

In hot weather please apply sun cream before your child comes to nursery and remember to bring a sun hat for outdoor play.

## **Jewellery**

In line with the school policy, jewellery is not allowed to be worn at nursery.

## **Nursery fund**

We ask parents to make a voluntary contribution of 50p each week to the nursery fund. This helps us to buy ingredients for food tasting and to make play dough. It provides little extras at special times and special resources to make topic activities even more exciting. A money box is provided for your contributions, usually to be found on the shelf as you enter nursery.

## **Lending library**

The Nursery library is open each day for you to borrow books to read at home. Looking at books and reading together is the best way to encourage children to want to read for themselves - when that time comes. Short stories are best to begin with as concentration will lengthen over time. Looking at the pictures with you, talking about the story, wanting their favourite story over and over, 'reading' for themselves using pictures and memory, are all essential pre-reading skills. As time goes on children may be able to pick out letter sounds that they have learned and eventually familiar words. Learning with real books that children enjoy is the best way to encourage early reading skills.

## **At the start and end of sessions**

The nursery classroom has its own entrance to the left of the main school door. Both classroom and cloakroom doors are fitted with security locks. **For the safety of all children it is very important that you always close the outer door securely when entering or leaving the nursery. PLEASE do not assume that someone else is following and will close it.**

We want children and their parents to feel at ease in the nursery. When you arrive, we ask that you spend a little time with your child on a task of their choosing, perhaps reading a story or choosing a library book together. The sound of the shaker will tell children it is time to come to the carpet and time for you say goodbye.

When collecting children at the end of a session we will open the doors and ask you to collect your child from the Nursery carpet area. As you can appreciate at the end of the session it can get very busy, so we ask for your full patience at this time, it does take a while to ensure we send each child individually to their approved adult. Should you wish to speak with a member of staff at the end of a session, please could we ask that you wait until all children have safely been delivered to their adults – thank you.

## **Safeguarding children**

We know children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults



working with them. At Lee Brigg we take all necessary steps to keep children safe and well. A copy of the safeguarding policy is included in this pack, further copies can be requested from the school office or downloaded from the school website.

It is essential that you complete an **Approved Persons Form** to indicate which adults have permission to collect your child from school in your absence. In the case of an emergency, if you have arranged for a non-listed adult to collect your child, it is essential you inform school of this decision. Please note, under no circumstances will we release children into the care of persons under the age of 16.

We require you to also complete the following forms which express your preferences concerning your child:

- [Visits permission form](#)
- [Media permission form](#)
- [Emergency medical advice or treatment form](#)
- [Data protection](#)

### **The statutory framework for the Early Years Foundation stage**

The statutory framework for the Early Years Foundation stage sets the standards for learning, development and care for children from birth to 5. At Lee Brigg Infant and Nursery School we are fully compliant with the statutory learning and development requirements, the assessment requirements and the safeguarding and welfare requirements.

Visit [http://www.education.gov.uk/publications/standard/All\\_Publications/Page1/DFE-00023-2012](http://www.education.gov.uk/publications/standard/All_Publications/Page1/DFE-00023-2012) to view this document in full.

### **The areas of learning and development**

There are seven areas of learning and development that shape the educational programme in our early years. We recognise that all areas of learning are important and interconnected.

The *prime areas of learning* are crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas are:

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

Our curriculum provision further supports children through the four *specific areas of learning*:

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

### **Learning in the Foundation Stage**

Our aim is for children to be confident to explore and make choices about their learning. Having the confidence to investigate, trial, modify and question are important personal skills which support decision making at school and later on in life. Both the indoor and outdoor learning zones are organised into areas of learning and provision designed to link and develop skills across the whole curriculum. A variety of carefully chosen resources (often initiated by the children) and appropriate adult intervention will allow children to access activities at their own level and progress at their own rate. As they do this they will learn to play together and share with and learn from others. They will also develop important communication skills through their interactions with adults and other children.

**Areas of provision and learning include...**Water and sand play, role play, painting, model making, play-dough, construction, drawing and writing, reading corner and ICT



Our large and well equipped outdoor area provides additional opportunities for large scale digging in the gravel pit, gardening, climbing, balancing, jumping and running, throwing and catching, rolling, kicking, pushing, pulling, riding, bouncing and dancing. We have well-stocked resource areas which children are encouraged to access independently to enhance their outdoor play. Nursery and Reception children spend parts of each day sharing the outdoor space.



## Assessment

We carry out an ongoing assessment of progress in the early years. Progress is monitored and assessed at regular intervals throughout the year against developmental milestones and against the Early Learning Goals at the end of the Reception year. Assessments are made through observing children at play or working closely with them on directed tasks.

## **Learning Journey books**

Each child will have their own learning journey book which the staff will update with photographs and observations of your child throughout the school year. We recognise you are your child's first educator and would encourage you to contribute to these by adding any significant achievements, milestones, or events in your child's life. Pink home observation sheets (for you to complete) can be found in the cloakroom area and the children's learning journey books are kept in the nursery book room. You can add your contributions to your child's learning journey at the end of the nursery session.

**Golden Rules**--At Lee Brigg we have Golden Rules which form the backbone of --behaviour expectation throughout school. We have a system of positive behaviour management based on rewards and sanctions. Throughout school, each class has a golden pebble jar to collect pebbles and receive a class treat. On the rare occasions that children choose to continuously make poor behaviour choices, even after a warning, they may have a time out on the thinking chair.

## **Celebrating achievement**

You will soon notice how we like to encourage and celebrate children's achievements in school through displays of their learning. We share children's achievements with the class and make every effort to 'spot' great learning and behaviour choices. Please take time to praise and celebrate your child's work too, we know this really helps children to feel proud of their efforts.

## **Use of photographs**

We use lots of photographs to record children's activities and achievements. Many of these are displayed around the school and in classrooms. Others are added to your child's Learning Journey and show examples of some ways in which he/she is learning. At special times the local press may be invited to take photographs to accompany articles about school events. We may also use photographs of children engaged in learning activities on the school website. **If you do not wish your child to be in published and displayed photographs please ensure you complete the Media Permission Form to indicate this and return to a member of staff.**

## **Newsletters**

Information about school life and events will be shared with you through weekly newsletters, both whole school and from the class teacher. These inform you of the topic focus, an overview of learning outcomes, dates of any special events, reminders and information of general interest to families.

## **Parent consultation meetings**

We will invite you to three parent consultation meetings throughout the year. You will be invited to discuss your child's progress and important next steps or targets.

Please always tell us of any problems, questions or ideas you may have. Do not feel you have to wait for an appointment. The staff will always endeavour to make themselves available should you need to talk through something. It is good to share information about your child – their achievements, experiences as well as any difficulties they may be having.

## **Home school Agreement**

Our home/school agreement is based on rights and responsibilities. The aim is to ensure that all members of the school community are aware of their rights and agree that with these rights come responsibilities. Please ensure you have seen a copy and have signed to say you agree with it.

## **Medical appointments**

Wherever possible we request that dental and medical appointments are made out of school time so that your child does not miss valuable learning time.

## **Medicines in school**

We are only permitted to administer prescribed liquid medicine. Whilst children are attending Nursery (part time) we ask you to please try to manage the dosage times at home. If your child uses an inhaler, you will be required to complete a form to inform us about the dosage and time your child requires the medication. Inhalers kept in school need to be named.

### **Transition to reception**

The move to reception (upper foundation) takes place in the September of the academic year that your child reaches his/her fifth birthday. A further meeting will be arranged with the reception class teacher during the term before transfer, where more information will be shared about full-time school.

### **And finally...**

We sincerely hope that your time at Lee Brigg is happy and rewarding for all the family. We look forward to supporting your child's personal and social development, teaching them new skills and sharing many wonderful experiences with you along the way.