

# Maple Infants' School Nursery



Welcome to Willow Class!

## **Information Booklet 2020-2021**

Maple Road, Surbiton, Surrey KT6 4AL

 020 8399 3341



## **Welcome to the Nursery!**

We hope that this booklet will give you an insight into the day to day running of the Nursery. However, if you do have any questions or if you would like to clarify any points, please do not hesitate to ask a member of staff.

### **Senior Leadership Team**

Head Teacher:	Mrs Claire Barwell
Deputy Head Teacher:	Miss Helen Funnell
EYFS Leader:	Miss Jessica Dowd
KS1 Leader:	Miss Frances Wood

### **Nursery Team**

Miss Wright	Class Teacher
Miss Woolford	Teaching Assistant

### **Session Times in Willow Nursery Class**

We have two daily sessions:

Willow AM Session	8:45am – 11:45am
Willow PM Session	12.30pm – 3.30pm

## **Current Situation**

Due to COVID-19, Maple Infants' School we have adapted our admissions procedure to ensure that new families do not need to visit the school to obtain or provide us with any information at this time. We are currently planning to welcome all of the children back to school in September and we are particularly looking forward to welcoming our new families.

We would like to reassure our families that we recognise what an unprecedented and potentially worrying time this may be for many and especially when your child is starting at a new setting in September. Please do not worry as we have carefully planned your child's transition to Maple, which will take place in September. We will also keep families updated via the school website with the safety procedures which will be in place when your child joins us.

If you have any specific concerns, please do contact the school office, either via email or telephone and a member of our team will be happy to help you.

-- Together we learn and grow --

## **Nursery Aims**

- ✎ The main aim of the Nursery is to promote that learning is fun! We want all children to be inspired and excited by learning.
- ✎ We aim to provide a safe, rich, exciting, stimulating and carefully structured environment via a wide range of balanced activities. This foundation will allow children to acquire skills, which lay a good foundation for future school life.
- ✎ We endeavour to provide a happy and relaxed atmosphere in which the children can gain sufficient confidence to undertake new experiences.
- ✎ We aim to fulfil the requirements of the Early Years Foundation Stage and cover all seventeen areas of learning through play and practical experiences.
- ✎ We encourage the children to develop their independence, observe, investigate, explore and achieve.
- ✎ We encourage the children to care for each other, the Nursery environment and resources.
- ✎ We aim to provide an opportunity for the individual child to express his or herself and develop a full range of learning skills, following their own interests.
- ✎ We aim, through good attitudes and understanding, to encourage the children to become confident and caring members of society.
- ✎ We aim to prepare the children to make a confident and happy transition into their Reception year at school.
- ✎ We have close links between Nursery and Reception classes, not only at Maple Infants' School but other local schools that the children may move on to. This ensures valuable liaison between staff, sharing of expertise and continuity for the children.

## Safeguarding

At Maple Infants' School we have a duty to protect children and young people and ensure that they are effectively safeguarded from the potential risk of harm – we take this role very seriously.

We place great emphasis on the safety and welfare of all our pupils. We take rigorous steps to ensure that children stay safe and do not come to harm and we actively promote an ethos whereby staff, pupils, parents and governors feel able to articulate concerns comfortably, safe in the knowledge that effective action will be taken as appropriate. We work closely with parents and carers and a range of professional external agencies in order to do this.

**Every member of staff at Maple Infants' School has a responsibility to keep children safe in our school, however specific members of our team have specific safeguarding roles. If you have any concerns, no matter how small they may seem, about the safety or welfare of a child, please contact any of our school's Designated Safeguarding Leads:**

- Designated Safeguarding Lead: Miss. Helen Funnell, Deputy Head Teacher
- Senior Deputy Designated Safeguarding Lead: Mrs. Claire Barwell, Head Teacher
- Deputy Designated Safeguarding Lead: Miss. Jess Dowd, EYFS Leader

## The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) provides a structure for learning, development and care and covers children from birth to five years of age.

The EYFS ensures that:

- ✎ children learn through play
- ✎ staff work closely with parents
- ✎ you are kept up to date on your child's progress
- ✎ the welfare, learning and all-round development of children with different backgrounds and levels of ability, including those with special educational needs and disabilities

Children come to Maple with a very wide range of skills and experiences. As we observe and record what they are doing we are able to assess how they are developing. We use this information to plan how to extend and develop each child's interests, skills and experience, and where to give sensitive support if necessary.

The Early Years Foundation Stage framework states that:

- ✎ There are 3 Characteristics of Effective Learning – Active Learning, Playing and Exploring, Creating and Thinking Critically.
- ✎ There are 3 Prime Areas of Learning – Personal, Social & Emotional Development, Communication & Language and Physical Development.
- ✎ There are 4 Specific Areas of Learning – Literacy, Mathematics, Expressive Art & Design and Understanding the World.

The **prime areas of learning** are fundamental in the EYFS and the **specific areas of learning** provide important contexts for the experience we provide. These areas are taught together to support a rounded approach to your child's development.

All of the activities we present to the children are based on first hand experiences with the emphasis on play, as we believe that this is the best way in which 3 and 4 year old children learn. They are presented with a wide range of practical experiences, (adult-led, adult-framed and child-initiated) that are intended to motivate, stimulate and challenge. We promote learning through experience and by the encouragement of independence.

### What are adult-led activities?

These are activities that children will carry out with a member of staff in both indoor and outdoor environments. The children are asked to come either individually or in small groups to complete them, which may introduce new skills or concepts, or encourage practice or extension of other skills.

### What are adult-framed activities?

These are activities that the staff have planned for the children, but are not led by an adult. The children can access them independently, staying at them for as long as they like. These

activities are chosen to either develop or consolidate skills and are often linked to the topic or theme.

### **What are child-initiated activities?**

These are activities completely chosen by the children themselves. The children select the resources they need, carry out their play and put them away, without the support of an adult. They are encouraged to make decisions and solve problems independently.

We also encourage the children to lead their own learning and we respond to the interests of the children to promote intrinsic motivation and active learning.

### **Snack Time**

During the session children have a 'snack time' and they are given a choice of snack and a drink of water or milk. The Nursery accesses the Government's free fruit and milk scheme, which means fresh fruit and milk are delivered daily at no cost to the school or parents. In order that the children can experience a wide variety of fruit each day, we kindly request that parents donate additional more exotic fruits each week. For example, pineapple, kiwi, mango, strawberries, grapes etc. These can all be placed in the basket located in the Nursery cloakroom. We are very grateful to receive your kind donations.

Please ensure that the staff are aware of any allergies or strong dislikes that your child may have so that alternatives can be arranged where necessary – especially where your child may be allergic to milk. We would also like to remind parents that we are a nut free school.

### **Personal Hygiene**

We would encourage you to help your child manage their own toileting needs as much as possible. Children vary in the age at which they are totally independent in using the toilet and the Nursery staff appreciate this. If you think your child is going to have any difficulty in this area, then please speak to a member of staff who will be happy to talk to you about any support we may need to give. Most parents leave a change of clothing in a bag on their child's peg in case of accidents. We politely request a donation of a box of tissues and a packet of baby wipes to help us get through the year!

## **Clothing**

Whilst not obligatory we would like to encourage standardised clothing in the form of a uniform. By wearing the white polo shirt or sweatshirt the children learn that they are part of the school community. Our school sweatshirts wash well and the children are less likely to worry if they get paint on it than their 'best' or favourite clothes from home! However, because all sweatshirts look alike, please do label everything clearly!

Shoes must be safe for climbing and running. Velcro fastening shoes are the best choice for Nursery and give the children total freedom and independence. The Nursery have all in one waterproof playsuits that the children can wear to play outside even when it's raining or snowing!

Jewellery can be a danger to children during outdoor learning. **No jewellery should be worn at Nursery** unless authorised by the Head teacher due to medical, religious or cultural reasons. Please see the Nursery teacher if your child is required to wear jewellery for medical, religious or cultural reasons.

## **The Outdoor Classroom**

The outside areas are an extension of the inside area and the children access them throughout the day. Our covered area allows for outdoor play whatever the weather. Please ensure your child has a coat with them in cold weather and a sun hat in the summer months so they can partake in outside play.

The children within our Nursery also have the opportunity to visit the main school playground play spaces from time to time.

## **Attendance & Punctuality**

It is very important that the children attend Nursery every day – the children will be able to experience the whole curriculum, children learn best when there is continuity, and it is an important step towards primary school.

However, there are occasions when the children are not well, in which case, please telephone the school each day your child is absent due to illness, so that we can keep our records up to date and can inform the staff of your child's absence. Following a tummy upset or sickness, children must stay away from school for at least 48 hours. Please inform the school office if your child has an infectious or contagious illness. If you need to make a request for your child not to attend Nursery for exceptional circumstances, please could you ask for a Leave of Absence Request form from the office.

Please ensure that the Nursery staff are familiar with the adult collecting your child. If someone different will be collecting your child, you must leave a message in the book located in the Nursery cloakroom. If there is a regular pattern of someone else collecting your child, then you are invited to complete a form from the school office outlining the arrangement so that the staff are aware. The safety of your child is of paramount importance so your child will not be allowed home with anyone else without your permission. Please be aware that anyone collecting your child should be at least 16 years of age.

## **Security & Safety**

The Nursery is a safe secure place for the children to be in. Please help us with this by:

- ✎ Ensuring all of the gates to the site are secure whenever you enter or leave.
- ✎ Not parking in the small staff car park to drop off or pick up your child. The car park is not big enough to accommodate parent's cars and there is frequent movement with catering vans and staff cars which can be hazardous.
- ✎ Not allowing your child to climb or sit on the front wall.
- ✎ You are welcome to leave pushchairs and scooters in the storage unit at the front of the Nursery but please ensure the lid is kept closed. Not only will this prevent your belongings being on show to anyone walking past, but will prevent the possibility of it falling on a child. The school do not accept any liability for any loss of personal items left in this storage unit.

## **Outings**

As part of our normal activities the staff sometimes organise to take children off site (for a walk, to buy ingredients for cookery activities, to visit the local community gardens etc). Please ensure that you sign our letter of consent or indicate that you do not want your child to participate in off site activities

## **Birthdays**

Maple is a healthy school so we politely request that you do not send in cakes or sweets for your child's birthday. However, if you would like to donate a book to celebrate their birthday, we will place a special certificate in the front cover in celebration of their special day. If you wish to invite children to parties please hand out invitations in the playground before or after school, rather than sending them into school to be distributed.

## **Toys**

We do not allow children to bring toys from home as they often get lost. Very occasionally we may ask for specific toys to be brought in to support a topic.

## **Special Educational Needs**

Each year we welcome children into Nursery who are all at varying stages of their learning journey and some children may also have specifically identified additional needs. In some cases, children may have an adult (Learning Support Assistant) who works with them to ensure that they gain full access to the curriculum. In order to provide the best education for children with additional needs we often work closely with outside agencies such as educational psychologists, speech therapists and occupational therapists. Children with SEND are fully included in all aspects of Nursery life. If you have any concerns about your children that you think we can help with, please let us know.

## **Working with Parents/Carers**

We very much value fostering a close relationship between our staff and parents/carers. As parents, you know your child best. Our induction process has had to change slightly this year, due to the pandemic, however we still have several ways to get to know your child:

- ✎ Parents welcome pack – sent by post
- ✎ We ask you to fill out a booklet called 'My Unique Child'. This booklet contains information about your child and their interests, hobbies and experiences prior to starting Nursery. It is read by the staff as an introduction to your child and is highly valued as an informative resource. Thank you in advance for the time spent completing this booklet.
- ✎ An opportunity for parents to have a virtual meeting or telephone call with staff prior to their child starting Nursery instead of a home visit.
- ✎ We will continue to have a phased intake for our Nursery children with different groups of children starting on different days. This allows the staff to get to know your child and settle them without them being overwhelmed by everyone starting at the same time. We will try to keep you informed of our plans as we receive advice and guidance from the government.

Once your child has started in September, the Nursery staff are more than happy to speak to you about concerns or questions you may have on a day to day basis. These informal chats are valuable for keeping us all up to date with events at home and Nursery. If at any time you feel that you need to speak to the teacher for a longer length of time, then please request a meeting.

Formal Parent Teacher Consultation meetings are held in the Autumn & Spring terms so that you may speak to the teacher about your child and discuss their progress. You will be notified of the dates in advance so that you can sign up for a 10-minute appointment. In the Summer term you will receive a written report outlining your child's progress.

## **Learning Journeys**

When the children start Nursery they receive a 'Learning Journey'. Throughout the year we will add samples of the children's work, photographs and written observations by staff. Your child might like to add things to their Learning Journey from home that are special to their time in Nursery – a birthday card, photographs from a holiday, tickets, postcards etc. We value these contributions and encourage them wholeheartedly. We will also offer you the opportunity to complete 'WOW' cards that highlight the learning experiences of your child at home.

## **Reading at home**

To support the children in developing their vocabulary and sentence structure we would encourage parents to read and sing with children as much as possible. Reading to children really does make such a difference to their communication and language and to their development in literacy.



In school we will teach pupils in our EYFS a weekly poem which they will practice with their friends and perform together as a group with their class. This development of understanding of rhyme and rhythm supports children's early reading and also provides a fun opportunity to develop their vocabulary and understanding of pace and expression.

We read many stories throughout the day in class and we would strongly encourage you to read stories with your children at home, whether this be a bedtime story or even an audiobook in the car! We hope that you as parents will enjoy watching your child develop their first steps towards reading as much as we do!

### Friends of Maple Infants'

The Friends are our Parent Association. They liaise between parents and staff and organise the majority of social and fundraising events. Parents are warmly welcomed and encouraged to contribute to the Friends' activities in any way they can. Class representatives volunteer or are nominated at the Friends' AGM during the Autumn term. You are automatically a member of the Friends' if you have a child in the school.

### And Finally...

We are very proud of our Nursery and wholeheartedly recognise the importance of this stage in your child's education and learning. Inspiring children to love learning right from the start of their journey with us at Maple will help them to successfully learn and grow not just throughout their time with us, but well beyond this too. At the heart of everything we do are the children and their families. We want Nursery to be fun, educational and supportive and we hope the children and their families enjoy their time here as much as we do!