

# Poringland Primary School and Nursery



Nursery Brochure 2020-2021

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## **Our Nursery Team**

Mr Pete Dean – Head Teacher

Mr Matt Walker - Deputy Head Teacher

Mrs Liz Dewing - SENDCO

Mrs Rachel Palmer – Office Manager

Mrs Sarah Jackson – Senior Teacher (EYFS)

Mrs Mary Coomer – Nursery Teacher

Mrs Tracey Hampson – Nursery Nurse

Mrs Sharon Moy – Nursery & Lunchtime Assistant

Miss Abi Loasby – Lunchtime Assistant

## **School Contact Details**

Poringland Primary School and Nursery  
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## **Our Vision**

In September 2017, as a whole school community, we created a clear vision for our school. This is the foundation for all of our energy, creativity and determination and our ultimate goal.

The vision for our school means that we want:

**Happy**

**Active**

**Inspired**

**Healthy**

**Learners**

All children will leave Poringland:

- With a desire to learn, inspired by innovative teaching and active learning;
- With the skills and self-belief to enable them to succeed;
- With the confidence to solve problems, welcome challenges and to be independent learners, who have a love for learning.

Children will understand the importance of a healthy, active lifestyle. They will have a respect for others and a sense of moral responsibility as citizens in a modern world.

Poringland Primary School and Nursery will be known for its caring, supportive environment; a school where staff are valued and respected, who work together tirelessly to ensure everyone reaches their potential, both children and adults.

## **Nursery Admissions**

Our school has adopted the Admissions Policy laid down by Norfolk County Council, Children's Services. Children can start in Nursery at the beginning of the Autumn Term in September for a minimum of four sessions per week. To be eligible to start Nursery in September, children need to have turned three by 31st August. Children moving into the area may start mid-term, where a place is available.

### **Norfolk County Council admission guidelines:**

If there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:

1. Children with a statement of special educational needs, naming the nursery;
2. Children in public care who are due to access three and four year old funding;
3. Children who are due to access three and four year old funding who are living in the area served by the school and nursery and who have a sibling attending the school;
4. Children who are due to access three and four year old funding who are living in the area served by the school and nursery;
5. Children who are due to access three and four year old funding living outside the area served by the school and nursery and who have a brother or sister attending the school;
6. Children who are due to access three and four year old funding living outside the area served by the school and nursery.

*\*A place in Nursery does not guarantee a place in Reception.*

## **Organisation**

Poringland Nursery offers both morning and afternoon classes for 3 and 4 year olds (during the year before they start Reception).

Our sessions can accommodate up to 26 children, supervised by a teacher, a Nursery Nurse and a part-time Nursery assistant.

Each session lasts for 3 hours.

Morning Session	8.30am-11.30am
Afternoon Session	12.00pm-3.00pm

We insist on an uptake of four or more sessions a week. Most children are entitled to 15 hours free childcare a week and we are able to offer 30 hours free funding subject to eligibility. ([www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)).

A lunchtime session is available from 11.30-12.00 to enable children to stay longer/start earlier or remain at Nursery all day. There is an additional cost of £1.50 per lunchtime session.

We operate during school term times. Please see <https://www.norfolk.gov.uk/education-and-learning/schools/term-dates-and-school-holidays>.

## **Charges**

All children are entitled to a maximum of 570 hours free childcare per year. This is known as the universal entitlement. This entitlement equates to 15 hours a week for 38 weeks of the year (equal to five sessions a week). We do also accept 30 hour free funding for those who are eligible. If you intend to claim any of your free hours via a second provider then the following charges would apply for any hours or lunchtime sessions which would need to be invoiced:

Lunchtime session = £1.50

Three hour Nursery session = £12.00

At the start of each term you will be asked to complete an Early Years Funding Claim Form. Once these have been returned by all parents, invoices are then issued as appropriate. Invoices are due to be paid midterm and cover the cost for the full term. If invoices are not paid by the due date this may result in future sessions for your child being cancelled. Childcare vouchers are accepted.

## **Working in Partnership with Parents/Carers**

Working with parents/carers is a central aspect of all we do at Nursery. Parents/carers know their children, and when parents and practitioners work together in Early Years settings, the results have a positive impact on children's development and learning.

At Poringland Nursery, we recognise that warm, trusting relationships, with knowledgeable adults, support children's learning more effectively than any amount of resources. Home visits are a valuable way of establishing our relationship with families in an informed and positive way.

You are welcome to discuss your child's progress with Nursery staff at any time. In addition, we hold Open Evenings for parents/carers in the Autumn and Spring Terms. This provides parents/carers with an opportunity to meet with their child's key worker. Parents/carers will also receive a written end of year report of their child's progress.

## **Special Educational Needs**

We welcome children to our Nursery whatever their needs. We are lucky enough to have a school SENDCO, Mrs Dewing, who can support families and staff with recommendations, next steps and other professionals. Our SEN Information Report is available on our website and details our provision, which is part of the Norfolk Local offer of SEND Provision to schools. The Nursery works closely with outside agencies, which include Speech and Language Therapists, Educational Psychologists and School Health Visitors. Please contact the school office or your child's key worker if you require any further information or support.

## **Our Learning Curriculum**

Using the Early Years Foundation Stage curriculum, the Nursery environment is carefully planned to ensure that your child has access to a wide range of experiences to support their development. We consider what each child can do, and build on this, with careful planning, to make sure that we provide for their individual needs.

Our Nursery curriculum is balanced and structured and ensures that all children whatever their culture, religion, gender or ability, have equal access to all areas of learning, through every day play activities and child initiated learning. Some activities are changed daily, some weekly, half-termly or somewhere in between! There are opportunities to create pictures, make marks, be arty, play games, complete jigsaws, build train tracks, look at books, role-play, create small world play, to construct, to explore, to climb, to ride, to play and complete activities with adults and many more opportunities, too many to list!

The planning of daily activities is partly adult led and partly child led to provide a balance to cover the whole Early Years curriculum. We offer a free flow system whereby the children can choose to play inside or outside.

The Early Years Curriculum consists of seven learning areas. They are split as follows:

### **The three prime areas of learning are:**

<b>Personal, Social and Emotional Development</b>	Developing relationships, self-confidence and self-awareness and managing feelings and behaviour.
<b>Communication and Language</b>	Includes children's skills in listening and attention, understanding and speaking.
<b>Physical Development</b>	This involves moving and handling and thinking about being healthy and knowing how to take care of yourself.

### **The four specific areas of learning are:**

<b>Literacy</b>	Reading and writing
<b>Mathematics</b>	Learning about numbers, shapes, space and measures.
<b>Understanding of the World</b>	The world around them, technology, geography, science.
<b>Expressive Art and Design</b>	Singing, dancing, music, acting and art.



## **Clothing**

Nursery education is all about learning through 'doing'. Your child will spend time inside and outside. Although aprons are provided during messy activities, they can still get dirty. Please send your child in clothes that are easily washed, can be easily removed e.g. for toileting and **allow** freedom of movement e.g for climbing'.

Please dress your child appropriately for the weather and send in a spare change of clothes, wellington boots and an all in one suit, as we go outside whatever the weather. Your child should have a coat, cardigan or jumper every day and a hat, whether woolly or a sunhat. All clothing should be named. Please note that we are unable to apply sun cream, and this should be applied before Nursery, and should not be placed in bags.

You are welcome to send your child to Nursery in school uniform but this is not a requirement. School sweatshirts and fleeces are available to buy from Price and Buckland  
<https://www.pbuniform-online.co.uk/poringlandprimary>

Only stud earrings should be worn. Temporary tattoo/transfers, other jewellery and nail polish should **not** be worn.

## **The Nursery Day**

- Nursery Staff open the doors at 8.30am.
- Please help your child to find their peg (in alphabetical order) and to hang up their coat and bag (containing change of clothes).
- The packed lunch trolley (if applicable) can be found in the main nursery room to the left of the door. The water bottle trays can be found to the right. Please allow your child to place their items so that they can find them independently.
- Proceed to the double doors where the self-registration boards and name cards are located. Please help your child to find theirs.
- Ask your child to find an activity that they would like to explore, before you leave. We find that prompt drop offs work best!
- If there are any problems, or messages please speak to a member of the Nursery Team.

### **11.30 am/12 pm collection**

If you are collecting your child at 11.30 am/12 pm, they will be brought to the front door of the main school by a member of staff.

### **11.30 am/ 12pm drop off**

If you are dropping your child off for lunch and afternoon Nursery, they need to be dropped off at the front door of the main school and will be collected by a member of staff.

### **End of the day 3pm**

Please collect your child from Nursery. The doors open at 2.55pm, so that, if applicable, you can collect your Nursery child before other siblings at the school.

Collections from Nursery should be prompt. However, if for any reason you are going to be late for collections, please phone the office to let us know. For safeguarding reasons, we can only let your child leave with parents, or named persons on our board by the Rainbow Room.

## **A Typical Nursery Day**

- 8.30 am** The children arrive and settle at activities.
- 9.00 am** The children are gathered together to take the register and name the 'Child of the Day'.
- 9.10 am-  
9.30 am** Children self-choosing activities / adult-led activities.
- 9.30 am** All children go in to the Rainbow Room to complete the weather board and calendar. Half of the children go to snack and the other half have the teaching input and then swap over.
- 10.00 am** Children self-choosing activities/adult led activities.
- 11.00 am** Tidy up time and story.
- 11.25 am** Get ready for lunch/home time.
- 12.00 pm** Register and 'Child of the Day'.
- 12.10 pm** Children self choosing activities / adult led activities / small group adult led activities.
- 2.10 pm** Tidy-up.
- 2.20 pm** Get ready for snack. Snack time.
- 2.30 pm** Rainbow Room. Stories, songs, interactive board etc.
- 2.55 pm** Open doors to parents.

## **Rules**

At Nursery, we have high expectations of children's behaviour. We talk about having 'kind hands', 'kind words' and other rules relating to keeping everyone safe, such as walking, talking, sharing, being kind and thoughtful and using manners. We talk about our rules everyday and use positive comments to enforce them, e.g. 'please walk' rather than don't run. We praise good behaviour and let the children know when they have acted in an unacceptable way. We realise that children have to learn rules and routines and it is our job as educators and parents/carers to help support them with this. However, if your child finds a situation difficult to cope with, we may have to remove them from play for a short while. We will always inform you if we are concerned about your child's behaviour.

## **Medicines and Allergies**

Please make sure staff are aware of any long term illnesses or allergies. We are a nut free school. We provide fruit and milk for snack times.

School staff do not usually administer medication. In very exceptional circumstances, this may be possible. Parents/carers must complete a form, which can be obtained from the School Office, and the circumstances must be discussed with the Head Teacher in line with school policy.

Asthma inhalers are kept in a secure place within the Nursery, along with a register and list of necessary dosage, and times the inhaler should be taken. When used, the time and dosage is recorded and shared with parent upon collection. Children administer their own inhalers, whilst supervised by a member of staff.

If your child becomes unwell during the school day, we will contact you to discuss their symptoms and/or request that you come and collect them. Please ensure that we have your up to date contact details.

## **Absences**

If your child is not attending Nursery through illness, or for any other reason, please contact the school office before the session.

If your child suffers from diarrhoea and/or vomiting, you **must** keep them at home for a minimum of 48 hours after the last symptom.

If you are going on holiday or any reason other than illness, then we need you to complete a leave of absence form. These can be obtained from the Nursery staff or from the main school office.

## **'Key worker' system**

- Each child has a 'Key Worker', who is the first point of contact about your child. This will be the teacher who will attend your home visit and will be responsible for your child's learning journey on the 'Tapestry' website.
- All staff will have responsibility for your child whilst at Nursery, but their 'key worker' will have a greater in-depth knowledge of them.

## **Tapestry**

- Tapestry is an online learning journey, which is widely used in both pre-school and school settings throughout the country.
- Tapestry is our way of communicating with you what your child has been doing in Nursery. We include comments and photographs, which we would like you to comment on. A simple 'like' shows us that you have seen the post and there is a comment box for you to type back to us. For example, we may write 'Isabelle counted six animals correctly at Nursery during her play with the small world pets.' And you may respond with 'Isabelle counts the 12 steps up to bed every night.' It is a two way process, where we are building a whole picture of your child. There will not be observations on a daily basis, just as and when they show or tell us something significant.
- You will be able to log on with a secure username and password in order to view your child's Learning Journey. These details will be sent to you in September. Photographs will be stored on a secure server.

## **Safeguarding**

Safeguarding and Child Protection is a crucial part of our work at Poringland Primary School and Nursery.

We want all children to grow and develop in a secure and positive environment. The physical and emotional wellbeing of every child is carefully monitored. Every member of the school staff has a duty to ensure the safety of the children. We wish to work with you, as parents and carers, to ensure the best possible care for your child.

At Poringland Primary School, our Designated Safeguarding Lead is Mr Walker. Our Alternative Designated Safeguarding Leads are for child protection are Mr Dean, Mrs Dewing and Miss Whittington. For more information, please see our website:

<http://www.poringlandprimary.co.uk/school-2/safeguarding/>

## **Emergency School Closures**

In the event of severe weather we always endeavour to keep the school open, however some staff have to travel a considerable distance to get to school, many across country lanes. If I feel I cannot open the school safely for the children, I have to notify County Hall who will then inform the local radio stations.

**Information can also be obtained from the sources listed below.**



**Norfolk** County Council

*Emergency School Closure in Bad Weather - Advice for Parents*

**School:** Poringland Primary School and Nursery

- Please check your mobile for a text from school
- Please check your emails for a message via Parent Mail
- Please access the Emergency Closures list via the following link:  
<http://www.poringlandprimary.co.uk/parents/emergency-school-closures/>
- Go to the Norfolk Schools website <http://www.schools.norfolk.gov.uk> and select 'Emergency School Closures'
- Go to: <http://www.schoolclosures.norfolk.gov.uk>

It is therefore important that **if we do have severe weather conditions, parents should listen to their local radio station or visit the School Closures website.**

## **And Finally...**

There is a notice board just outside the Nursery door and in the Nursery cloakroom. Messages and reminders will be displayed, so please check daily.

In the cloakroom area, further information and support can be found on leaflets, posters and handouts. Please come and talk to us if we can be of extra help.

Please check your child's book bag regularly as we will use this to send home letters, library books, pictures etc. Book bags are available to purchase for £4 and will be used in Nursery, Reception and Key Stage One.

Your child needs to be sent to Nursery each day with:

- ✓ A named water bottle with **only water** in.
- ✓ A packed lunch box (if applicable).
- ✓ A coat and either a jumper or cardigan.
- ✓ A pair of wellington boots.
- ✓ A change of clothes.
- ✓ A hat.
- ✓ A book bag.
- ✓ An all in one suit (if able to put on independently).

Please leave toys/comforters at home as they may get lost, dirty or broken.

We hope very much that you will value the work that your child brings home. Please encourage their efforts and let them see your appreciation. Your child's enthusiasm and self-confidence are important factors in their success.

We trust that this booklet provides you with all of the information you need regarding the Nursery. If you have any further questions, please do not hesitate to ask.