



Nursery Welcome Pack

FREETHORPE COMMUNITY PRIMARY & NURSERY SCHOOL

The Green
Freethorpe

Norwich NR13 3NZ

Telephone: 01493 700215 Fax: 01493 701758

Email: head@freethorpe.norfolk.sch.uk

Interim Executive Headteacher: Mrs Maureen Burns

Foundation Stage Leader: Mrs Megan Davies

Room Manager: Mrs Karen Ellis

Ofsted Registration Number – 120808



Welcome to Freethorpe Nursery Class

Freethorpe Community Primary and Nursery School's aim is to create a whole school and community nursery provision in the heart of our school, where the learning and development opportunities on offer are a balance between child initiated self-exploration, guided learning and developing and learning through play.

Our school offers a strong sense of community and provides a warm and nurturing environment. There is an excellent child adult ratio, meeting the Early Years Foundation Stage ratios, to ensure the children are getting the best possible care at this important stage of their learning journey.



Key to the ethos at Freethorpe School and Nursery, as in all phases across the school, is that the children actively lead their own development. For our Foundation Stage pupils we encourage active learning in a supportive space which allows them to develop their own interests and excitement about the World, whilst engaging with other children and developing their individual personal and social skills.

From the day a new child starts in our Nursery, the school is geared up towards gentle preparation for the next step into Primary School. We start each session with a greeting from all the staff, putting our belongings into an individual tray, then a session or day of enjoying stories, investigations, exploring the World, imaginative play, introduction to number and initial sounds (phonics), through to socialising, sharing meal times, song, music and play.

We have a very gentle settling in policy, where there is no pressure put on the children. At the very start, all we focus on is that the children are happy and feel settled in their new environment with new adult carers and friends – each child is allocated a Key Person who will work with you to encourage new learning, let you know how your child is developing and also ensure that your child is happy and safe.

Children can bring a packed lunch to school if they are spending the whole day or lunch sessions with us, or the school kitchen is able to provide lunches. This is fantastic preparation for when the children join a Reception class.

Each day, the children can play outside on the field, in the Foundation Stage play area or perhaps explore the Wildlife area and outdoor classroom enhancing, through outdoor learning, your child's development and play.

Our school team of teachers and Nursery Staff are here to make sure that the Nursery is a safe, caring and nurturing environment. We work together to make sure that every child's individual needs are met. This is done best in a partnership, with parents, carers, children, staff and the whole community.

The Nursery Provision will be part of a wider Foundation Stage Unit, so that provision is over seen by the School Foundation Stage Lead (Megan Davies) and allows greater integration with the Reception Class staff and learning space.



Our Nursery aims:

- ❖ To produce happy and confident children
- ❖ Offer broad and well-rounded learning opportunities in line with the Early Years Statutory Framework
- ❖ Realise the potential of each child
- ❖ Provide high calibre staff that are themselves, open to learning and are given training opportunities for continuing professional development.
- ❖ Motivate every child through a fantastic educational experience
- ❖ Ensure that the parents, staff and children are part of a partnership and enjoy their time in our Nursery.
- ❖ Install strong values, which embrace our rural yet diverse community.
- ❖ Provide opportunities for children to learn through spontaneous, self-directed, active learning, both indoors and outdoors, as well having access to high quality well planned adult guided opportunities which open up new avenues to explore.
- ❖ Provide an equal environment so that everyone is included.
- ❖ To use observations and records to support the children in their individual needs and interests, including parent observations, to ensure that all of a child's learning and development is captured.
- ❖ Establish a caring and courteous community, which embraces the principal that every child is a valuable part of it.
- ❖ To ensure that all children are safe, happy and that their development needs are met.

The Nursery Sessions

Our Nursery Provision will provides spaces for 2, 3 and 4 year olds, offering current entitlements to free Nursery Education for 2 and 3/4 year old children – with minimum staffing ratios:

- 4 children (2 years old) per adult & 8 children (3/4 year olds) per adult

A maximum of 24 children can be registered at any one session. We operate an equal opportunities policy and welcome children with disabilities and special educational needs.

Nursery Times are:

Morning session	08.45am – 11.45pm
Afternoon Session	12.30pm – 15.30pm
Lunch Sessions	11.45am – 12.30pm

Freethorpe Primary and Nursery School also offers Breakfast and After School Club provisions for all pupils. Currently the extended hour's provision is invoiced separately from the nursery sessions; costs for these sessions are determined by a child's age. Costs for these sessions are on the next page.

ADMISSIONS POLICY & FEES

The responsibility for determining the admissions for nursery age children lies with the Governing Body of Freethorpe Primary School and Nursery. We have 24 places available for nursery age children in any one of the morning or afternoon sessions.

Our charges are payable monthly in advance. You will receive an invoice showing the amount owed for your child. Payment must be made within 14 days of the date on the invoice. Payments can be made through online banking, or cash/cheque given in to the office in an envelope marked clearly with your child's name and Nursery. Please note that we also accept Childcare Vouchers.

FEES AS FROM JANUARY 2018

- **Sessions are charged at £11.40 – per 3 hour session for 3 year olds + £2.85 Lunch cover costs**
- **£12.00 – per 3 hour session for 2 year olds and + £3.00 Lunch cover costs**

Entitlement to FREE nursery education.

We offer 2, 3 and 4 years olds their 15 hours government funding for 38 weeks per year during term time. This free entitlement can be shared between more than one setting. The 15 hour free entitlement can be made up of five 3 hour morning or afternoon sessions. In addition we are offering the extended funding offer of up to 30 hours per week for families of 3/4years who are eligible.

Additional nursery sessions and charges.

- Additional 3 hour nursery sessions are subject to availability and will be allocated on a first come first served basis.
- Additional sessions must be arranged in advance in agreement with the school.
- Four weeks' notice will be required if parents wish to cancel additional sessions at Freethorpe Primary and Nursery; **this will need to be confirmed in writing.**
- Freethorpe Primary and Nursery School reserves the right to charge four week's fees should parents not provide this notice. We reserve the right to charge for any funded sessions missed due to holidays taken without giving a six weeks' notice period.

Extended hours costs:

Breakfast Club operates from 07.45am – 08.45am

After School Club operates from 3.30pm – 4.30pm. However, we can arrange for your child to stay until 5.30pm if pre-arranged by giving at least one weeks' notice.

- For 2 year olds - £4.50 per hour
- For 3-4 year olds - £3.50 per hour

Early Years Staff Team

Megan Davies

Foundation Stage Lead Teacher and Manager

Mrs Davies is an experienced Early Years teacher, who trained in both Reception and a school based Nursery. Mrs Davies is a superb musician, who prior to training as a teacher was a professional horn player, playing in orchestras across the world. Mrs Davies also teaches brass in school. Mrs Davies is supported in this role by **Mrs Kim Gill**, who is an Early Years Specialist assistant, and holds the Early Years Professional Status Qualification (EYPS). She enjoys developing exciting learning opportunities for the children she looks after, in particular exploring the Outdoor Learning environment.

Karen Ellis - Room Manager

Karen has worked in Early Years for 14 years. She has been a manager for 10 years. My vision is to make Freethorpe Nursery a fun and exciting place where children can achieve, learn, are free to express themselves and where we can support them in becoming secure, confident, independent little people.

Debbie Aitchison –Deputy Room Manager

Debbie has worked in pre-schools for a number of years. Children love how she throws herself fully into play and drama, whether she be setting up a train track or singing and telling stories. In her spare time Debbie spends time looking after Maccy and Romer, her dogs. You will hear lots about them!

Michelle Thompson – Nursery Play worker

Michelle brings an enjoyment of cooking, creativity and art and craft to the Nursery team. She loves finding links between stories, play and activities and encouraging all to have a go. Michelle has two dogs (and some children) who keep her busy when she is not in Nursery.

Donna Brown – Nursery Play worker

Donna has worked in pre-school settings for a number of years now. She previously led the Stay and Play sessions, so is well known to children and parents of our younger Nursery members. Donna has four children of her own, and enjoys watching the children grow and develop their skills.

Diane Wright – Nursery Play Worker

Diane is mum to five children and worked at nursery from 2006 until 2012. She returned to Nursery in January 2016. Diane loves to share in the excitement that young children show as they discover new activities.

Kayleigh Fish – Nursery Play Worker

Kayleigh enjoys being in nursery. She previously attended Freethorpe Primary School herself. Kayleigh enjoys keeping the children active and the interaction between the children especially at social times such as snack and circle time.

Office Staff: Mrs Lyn Thrower – Lyn is well known to many parents and children, as the voice on the phone, or the face behind the glass in the office. Lyn can help with lunches and general invoice enquiries.

Senior staff – the school Executive Headteacher is Mrs Maureen Burns, supported by Mrs Robbie Houghton, Deputy Headteacher and Mrs Juliette Branch, Assistant Headteacher. All senior staff are Safeguarding leads.



What is the Early Years Foundation Stage?

This is the statutory curriculum for all children aged between birth and five years old.

At Freethorpe CP and Nursery School we recognise that this is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. We ensure that from when your child joins us until their final day that their early years' experience is happy, active, exciting, fun and secure; and we support their development, care and learning needs.

How will my child be learning at Freethorpe Nursery?

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development. Children should mostly develop the 3 prime areas first.

These are:

- Communication and language
- Physical development
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in 4 specific areas.

These are:

- Literacy
- Mathematics
- Expressive arts and design
- Understanding the world

These 7 areas are used to plan your child's learning and activities. Your child's teacher will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that the teachers can follow your child's individual needs and interests.

Children in our school learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Our Learning Environment:

Freethorpe Nursery is a purpose built Early Years room, designed with younger children in mind. The room has two infant sized toilets and sinks, as well as larger toilet where toilet training can take place and space for changing children who are still in nappies, pull ups or trainer pants to be changed privately.

The space has been divided up in activity zones, including role play and quiet, even sleeping zones for the children to explore and play and learn in with their friends. The furniture has been sourced from a company that specialises in developing independence and also child initiated play.

Children and staff also use the wider school grounds to support play and learning; children can use the nature area and field accompanied by staff or explore the immediate outside as part of the free flow approach to learning.

A Session or Day in Nursery:

Our gate opens at 8.45am for morning session children. Parents and carers are welcomed into the setting, to hand over the children, settle the children into any activities set up, and to pass on any messages. We will also have a box for communication books, which will be checked daily. Afternoon session starts:
12.30pm: Lunch 11.45 to 12.30pm

Once children are in and settled, staff will register the children; children will be encouraged to self-register, finding their name. An example of a morning session could be:

9.00	Register: Circle Time and settling in activities.
9.15 – 10.15 approx	Free choice activities. Activities set up with staff – play based learning: developing communication, outdoor play choice. Adult guided activities may include art, craft, walks, outdoor play on field or nature area.
10.15 approx	Fruit, snack and milk time Fruit, snacks and milk are provided – allergies can be suitably catered for. Children are encouraged to try fruit, snacks (e.g. crackers, rice cakes) Perhaps where children have cooked in the first session this is a time to share cooking.
10.30 – 11.30	Free choice activities. Activities set up with staff – play based learning: developing communication, outdoor play choice. Adult guided activities may include art, craft, walks, outdoor play on field or nature area.
11.30 – 11.45	Session clear up & Circle time activities. Singing together, sharing news from the session. Sharing a story or poems or perhaps time to reflect on specific learning, e.g. sounds of the week, numbers of the week
	During the session staff will support children with toileting, reminders and support for those toilet training, changing nappies, pull ups etc. for children requiring this support – see Nappy Changing policy

Our Day: Each day your child will need to bring with them, their outdoor clothes, spare clothes, water-bottle and any personal care items (e.g. nappies) – these will be put in their boxes. Children bringing their own lunch need to bring this in a **named** container.

Lunches: Children staying for lunch can bring their own packed lunch, in a named container or the school kitchen will provide lunches, cost £2.20. Individual dietary needs, allergies and cultural and religious preferences can be supported by Norse, who create the school dinner menus. The school kitchen meals comply with the requirements for the School Food Regulations 2014.



Your child's progress

An Open Door Policy

Our school has an open door policy – which means that staff are there to welcome all parents and carers with their children on a day to day basis. We aim to be able to answer questions and queries in this session, although we may need to settle the children first.

You will be invited to view your child's work and discuss his or her progress with their Key person regularly. However, if at any time you wish to discuss a matter, the Foundation Stage Leader, Mrs Megan Davies, Head of the Lower School, Mrs Juliette Branch and the other Nursery staff can be available.

Additional Needs:

Activities in the sessions will be differentiated to cater for a wide range of abilities including those with special or additional needs (SEND) as well as more able children. If you have concerns about your child's development, please do speak to your child's key person or the Room Manager. Staff will always speak to the School Special Needs Co-ordinator (SENCo) – Rosie Maunder, about concerns. We can then look together as a team about suitable approaches and if/ how to engage other support teams for advice.

Key Person

Your child will be appointed a 'key person' - We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Key persons are a member of staff who is responsible for keeping observations on your child, keeping your child's records up-to-date and to inform you of any changes.

On your child's first day at pre-school, your child's key person will invite you to help start your child's Learning Story with information on your child's developmental stages and achievements at the time they commenced nursery.

Learning Stories

As well as daily contact we want to ensure that you are aware of what your child has been doing when in the Nursery. Just as in our Reception Class we hold regular stay and share sessions, where parents and children can look at the learning files (Learning Journeys). We use our school tracking system, Target Tracker, to record significant learning and development stages as well as capturing the day to day play and interaction in school. This is not currently running as a live upload to parents, but we will track development areas on this and share this with parents.

The files and records about your child are a celebration of your child's achievements and interests as well as their learning and development. They are a record of what your child says, perhaps a reaction to something new, to something unexpected or a kind thought or word. We want these to show us about an event from your child's perspective. We use photographs (see photography policy) and observation notes to tell you about WOW! moments, first and special events and quick spontaneous observations. We want these to be a beautiful reminder about your child's time in Nursery. They also help staff to plan new, relevant and motivating experiences for each child.

Records and reports

Detailed records about development are kept for each child by staff at our school, and parents will receive a progress report for children moving into reception at the end of the summer term.

Progress check at age two.

It is a requirement of the Early Years Foundation Stage (EYFS) 2014 that every child we look after must have a learning and development summary, normally at the end of the term after they turn two.

We want to work with you to support your child's development at every age and this progress check is just another part of this process. Your child's key person will be completing the check.

The aims of the progress check at age two are to:

- review your child's development, identify their strengths and see if they need extra support in any areas
- make sure that you understand your child's development and that we know about their interests and needs so we can support them
- help you to support your child's development at home
- agree how we can work together to support your child's development including how we work with other health professionals if necessary
-

Settling into Nursery

Settling into nursery is a different experience for each child. When your child commences nursery, we suggest a parent/carer stays with them for the first few sessions. We will then begin to wean them from you by suggesting you leave the session for approximately fifteen minutes, increasing this time on consecutive sessions, until finally the child is left for the whole session. However, every child is treated individually, and this timescale may vary following liaison with your child's key person.

On arrival, please place your child's belongings in their box which is provided. Nursery staff will be at the door to greet you, and will also be available at this time for any parents wishing to speak to them.

When collecting your child, parents are requested to wait OUTSIDE the building, when a member of staff will bring your child out to you. We apologise in advance for any impact to you from inclement weather, but this procedure is necessary in order to keep your child safe and prepare them for their transition into primary school. .

If another person will be collecting your child, please inform a member of staff at the beginning of the session. Please write in your communication book to inform staff of this. The register will then be marked again as your child leaves.

We ask parents to write a password onto the children's registration form, this is in case someone other than your named contacts collects your child from Nursery. Staff will not let your child leave with anyone who is not on the main contact list or who does not know their password. Please make sure this is something that you remember, it could be the name of your pet or your child's favourite toy or Disney character.

If you are running late or in cases of an emergency. You can contact the school office by ringing 01493 700215.

Nursery Dress Code

Children love to get messy with glue, paints, etc. so therefore it is not wise to send your child in their best clothes! A Freethorpe nursery sweatshirt and t-shirt can be purchased. Please ask a staff member for more details. Please ensure that your child wears clothes that can easily be undone when they need to go to the toilet. A pair of wellington boots should be brought to every session for outdoor use in our garden area. A waterproof coat is also necessary for outdoor activities, as is a sunhat and sun cream in warm weather.

We do provide all-in-one waterproofs which are kept at nursery. Please ensure that all items e.g. bags, coats, hats are clearly marked with your child's name. Children with ear-rings are requested to wear studs only.

Nappies

Please provide the appropriate number and type of nappies for the children who require changing throughout the day. We will continue to support you as parents and carers with toileting routines and staff are happy to change children, in line with our Intimate Care Policy, available on our website www.freethorpe.norfolk.sch.uk

Communication Books

When your child starts at nursery you will be given a communication book. These are a great way to let your key person know if your child is having lunch, who is collecting your child from nursery or anything else that you feel we should know. These books are not to stop you talking to staff so if you have any questions or queries please feel free to speak to a member of staff. The book is checked daily and is signed and dated by nursery staff to show that it has been read.

Health

Please do not bring your child to nursery if they are not well. They will be happier at home! Please inform us if your child will be absent from their nursery session by contacting the school office on 01493 700215.

It is a requirement that all parents fill in a registration form which includes medical details for their child. We must be informed of your child's medical history and any health problems. We will also need to know your child's doctors name and telephone number in case of emergencies. This form is enclosed in our welcome pack.

Policies and Procedures

We have detailed Policies and Procedures document available to ensure the health and safety of your child, staff and volunteers. A copy of these procedures and other documents showing how the school and nursery functions is available on our website. www.freethorpe.norfolk.sch.uk

The next step...

Children from Freethorpe Nursery go on to a variety of schools including Freethorpe Primary and Reedham Primary. We have well established "transition" sessions for the children joining the school which you will be informed about in the Summer Term.

Transition activities are designed to help children know about their next step in Learning, to meet new staff and spend time in new learning areas.

We also encourage children to meet new staff through new activities, such as music and singing and also spending a short time in the next "classroom".



What happens now.....

Once we have received your application form, we will send you a receipt and confirm the days and number of sessions you have requested with a start date. Your child will receive an introduction letter from his/her key person.

OUR SAFEGUARDING RESPONSIBILITIES

Safeguarding – see School and Nursery Safeguarding Policy on website: www.freethorpe.norfolk.sch.uk

The purpose of Freethorpe CP School and Nursery's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm.

This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have the best outcomes

If you have any concerns about a child, please do not hesitate to contact the school, talk to either Karen Ellis in the Nursery, Megan Davies in Reception or any staff member, as they will make sure that you are directed to the best member of staff to offer support.

The school Designated Safeguarding Lead is Mrs Maureen Burns, Headteacher, Deputy Designated Safeguarding Leads are Mrs Juliette Branch, and Mrs Robbie Houghton.

All staff work with a range of other agencies to ensure that children in our care are kept safe, including Early Help Teams who offer Family Support, as well as social care teams in Children' Services.

Contact details:

For Any further information do not hesitate to contact school:

Freethorpe CP School and Nursery

The Green
Freethorpe
Norwich
Norfolk
NR13 3NZ



Office: Mrs Lyn Thrower – 01493 700215 – office@freethorpe.norfolk.sch.uk

Foundation Stage Lead Teacher – Mrs Megan Davies – via school 01493 700215

Headteacher: 01493 700215 or alternatively at Fleggburgh VC Primary when not at Freethorpe 01493 369283 Or head@freethorpe.norfolk.sch.uk