Priorswood
Primary School

Welcome to Priorswood Nursery

Contact Number 01823 282169

Opening Times

Nursery opening times are:

Monday to Friday – term time only (38 weeks of the year):

- 9:00am to 3.00pm
- 9.00am to 12.00am
- 12.00pm to 3.00pm

Transition from home to school

We recognise that starting Nursery is a new, exciting thing for your child and your family. It's important that this process is as smooth as a transition as possible for both you and your child, therefore we encourage you to provide as much information about typical family life for you and your child as possible. We begin with a home visit to support your child with recognising the practitioners in the setting and so that we can complete the 'all about me' document, discuss any support your child and your family may need and also discuss what makes your child unique and their likes/dislikes. We have three settling in sessions when your child begins at the setting before they can start their entitlement.

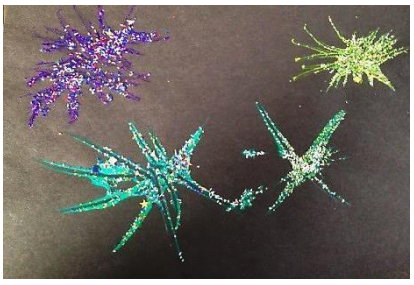
Key person

When your child begins attending they will be allocated a Key Person who, especially in the first few weeks/months, will discuss how to settle the child into the new environment and complete a baseline assessment about your child's strengths and interests. Your child's key person will complete your child's learning journey to track their learning and development throughout their time at the Nursery and ensure that you are updated about your child's progress or any support they may need.

Play and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by the Nursery helps children to continue to do this by providing children with activities based around their interests. The curriculum, which we follow, is The Early Years Foundation Stage (EYFS) statutory framework 2021, this is a play-based framework for children from birth to age five.

Firework pictures made using different mark making tools, paint and glitter



There are 7 areas of learning and development that are used to plan your child's learning and activities. Our staff will teach and support your child and will make sure that the activities are suited to your child's unique needs.

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

Children should mostly develop the **3 prime areas** first.

These are:

- Communication and language;
- Physical development; and
- 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;
- Understanding the world
- Expressive arts and design

Special Educational Needs Co-ordinator

In the setting we have a Special Educational Needs Co-ordinator (SENCO) who works with the children and their families to support them with any additional learning needs which their child may have. If your child is currently having specialist help, we will work

with you and the relevant agencies to ensure that you and your child receive all the support we can offer. We also have an in school SENCO.

Early Years Entitlement Funding and Fees

EYE funding entitlement for all 3 and 4 year olds is 15 hours per week over 38 weeks as we are a term time only Nursery. This funding entitlement can be shared between providers up to a maximum of 3 providers at any one time.

15 hours funding is also available for some 2 year olds. Successful applicants will receive a letter of confirmation which we must have sight of before we can offer a funded place.

For 3 and 4 year olds, an additional 15 hours funding (making 30 hours altogether) is available to working parents who meet the criteria. Application must be made on line and the DERN number supplied to Nursery before the additional funded hours can be claimed. Visit www.childcarechoices.gov.uk for more information.

Children become eligible for the entitlement at the start of the funding period after their third birthday. There are 3 funding periods a year; in each funding period the entitlement is:

- Autumn Term (1 September – 31 December) – 210 hours
- Spring Term (1 January – 31 March) – 165 hours
- Summer Term (1 April – 31 August) – 195 hours

To claim EYE funding the following information is needed:

- Child's legal documentation – birth certificate, passport;
- EYE Funding Parent Declaration Form – completed and signed by parent annually or termly;
- Child Registration Form – completed.

It is the parents/carers responsibility to provide this information in time for claims to be submitted. If this is not produced Nursery will charge fees based on our hourly rates for the sessions attended.

Parents/carers will be required to pay for any hours that exceed the EYE funding allowance. The hourly fees are at present £4.41 per hour for 3 / 4 year olds and £5.20 per hour for 2 year olds. Accounts will be sent out termly, with all fees being payable in advance.

For more information about Early Years Entitlement, please visit http://www.somerset.gov.uk/childrens-services/early-years-for-families/early-years-entitlement-information-for-families

Frequently Asked Questions

Does my child have to be toilet trained before starting Nursery?
No, but we do encourage your child to make regular visits to the toilet, in addition to their usual changing routine. Staff will always assist your child, however, we encourage the children to develop independence in this area when they are feeling more confident and they are able to make their needs known. Also send your child in clothes that are easy to pull up and down and also by wearing footwear which is easy to get on and off.

What about snacks at Nursery?

A snack and drink of milk or water is provided for all children mid-sessions and we provide a variety of healthy foods.

Water is available for the children to drink at any time, however our policy is that parents ensure that they bring a named drinks bottle into nursery for their child. As a nursery we encourage healthy eating and drinking options and also the prevention of tooth decay as we work alongside oral health.

The children go for lunch at around 12:00 in the school lunch hall and have a designated adult on their table that will help them if it is needed, we encourage the children to try to undo things themselves to prepare them for Primary School entry.

We encourage you to think about what you put in the lunchbox to provide a balanced diet.

Children are not allowed to swap or share their food due to specific dietary requirements of some children. Please make Nursery staff aware if your child has any dietary requirements. We discourage the addition of sweets in your child's lunch box.

We do have a leaflet available in Nursery with ideas and suggestions regarding healthy lunches for children.

What should my child wear to Nursery?

The fun activities that we provide are often messy so please send children in appropriate clothing and footwear that you do not mind getting dirty. We also go outside in all weathers so please ensure that your child has a warm coat and wellington boots. In summer months please ensure that your child has a sun hat. Please also provide a change of clothes

Safety

Safeguarding Children

Creating a welcoming, caring and safe environment for all children using our services is of paramount importance to us at Priorswood Nursery. An important part of this involves safeguarding children. We have a detailed safeguarding children policy within the Primary school and seek external advice where needed from Children's Social Care.

Priorswood Nursery has a duty under the law to safeguard children against physical, sexual, emotional harm and neglect (suspected or actual). Our employment practices ensure children are shielded against the likelihood of abuse and we have a procedure for managing complaints or allegations against a member of staff. We work within a multi-agency approach with children and families to ensure we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

- We will ensure all staff, translators and volunteers are appropriately checked for their suitability to work with children.
- We appropriately supervise staff, volunteers, and visitors to the Nursery
- We have a whistle blowing, and complaints procedure accessible for staff, parents and carers to use as needed.
- We ensure there are always two members of staff on site when children are present.

Children will participate in activities regarding personal care and safety appropriate to their age and stage of development.

We support children to feel safe and respected to enable children to talk openly.

Accident sheets are kept in the Nursery and any accidents are recorded on them and reviewed when the parent collects their child.

Existing injury forms are completed if your child comes into Nursery with an injury from home to ensure that we are aware of any existing bruises or marks.

Children are supervised at all times; the minimum staffing ratios are as follows:

- 1:4 children aged 2 years
- 1:8 children aged 3- 5 years

Staff will:

- Ensure that children are only collected by authorised adults
- Be alert to changes in the child's behaviour, attitude, and personality, which may be cause for concern.
- Report any concerns they have about a child, or conduct of an adult to the settings designated person for child protection.
- Record any accidents and injuries a child suffers in or out of the setting.
- Have a duty of care to parents that are listed on the birth certificate with parental responsibility.

Parents and Carers are asked to:

- Tell staff when arriving at Nursery about any injuries their child has had at home and complete an existing injury form.
- Inform staff in writing if an adult other than those already authorised is going to collect their child.
- Inform staff if they have any concerns regarding their child's welfare.
- Inform staff if there are any multi agency professionals working with their family.
- Inform staff of any legal documentation with regards to parental rights, guardianship and court orders.

Parental Involvement

- Exchanging knowledge about their children's needs activities, interests and progress with the staff.
- Attending parents evenings to discuss their child's progress.
- Joining in with activities in which the Nursery takes part such as craft mornings and activity sessions where possible, it is great for your child to have fun with you in the Nursery!
- Assisting and/or attending Nursery fundraising activities.

Arrival/Departure from Nursery

Children remain the responsibility of their parents/carers, until nursery staff collect them from the gate. This can be a very busy time and our staff will try to ensure a smooth transition for children.

Children can find their peg name and photo and put their coats and bags on their peg, lunch boxes can be placed on the shelves provided.

If someone new is collecting your child, please tell a member of staff and provide a password.

At the end of the session a member of staff will bring your child to the gate and hand over to the parents/carers

If you have any questions please do not hesitate to talk to a member of staff