



*'We can and we will'*

# Glebe Primary School Nursery Brochure



# Welcome to Glebe Nursery

You are very welcome to visit our nursery when considering sending your child to our school. Please contact the school office if you would like to set up an appointment.

## Aims

At Glebe we aim:

- To provide a happy, secure, purposeful environment, that is stimulating, enjoyable and challenging to all children.
- To provide a broad and balanced range of experiences to enable each child to develop emotionally, intellectually, physically, morally, socially and culturally.
- To ensure each child is able to develop self confidence, self esteem and independence.
- To ensure full access to the Early Years Foundation Stage (EYFS) curriculum.
- To work in full partnership with parents.
- To encourage children to become independent, quizzical learners.

## Facilities

Glebe Nursery is situated in the main school building and we also have a purpose-built lodge in the Nursery grounds where children are taken to participate in enrichment activities. The Nursery has its own enclosed play space with a covered area for rainy days and shade for hot days.

Unfortunately, the Nursery is unable to provide nappy changing facilities unless there are specific medical needs. However, we do realise that some children will have the odd accident so **please make sure your child has a constant change of clothes in school.**

## Nursery Staffing

### ***Single session cover***

Miss Wands– Nursery teacher and EYFS Lead  
Plus support staff

### ***Supporting those children in all day***

Mrs Message – NNEB working under the direction of the Nursery teacher  
Plus support staff tbc

\*All full time Nursery staff are paediatric first aid trained.



### Normal Nursery Session Times

Morning Session Drop off between 8.40am and 8.50am with collection between 11.30am and 11.40am

Afternoon Session Drop off at 12.30pm and collection between 3.20pm and 3.30pm

### Full time places session times

Arrival 8.40/50am

9.00am - 11.30am Enrichment activities to support curriculum coverage with Mrs Message leading on a rotation.

11.30am - 12.30pm - Lunch

Usual afternoon session starts at 12.30pm with Miss Wands

Pick up between 3.20pm and 3.30pm

Children who are joining our Nursery are given their own start date. We stagger new children into Nursery in small groups. This is so that we can give your child individual attention and ensure their start to Nursery is a happy one. This is a very important step in the transition stage for your child and although we do understand that as parents you may have other commitments; we do feel that the staggered intake approach is essential for such young children.

If you are paying for the additional top-up hours yourself then the school will provide an invoice, which must be paid within 14 days. Failure to do so will put your child's place at risk. If you are eligible for the government, funded top-up you must provide an up-to-date code to the school prior to starting, if we do not receive a valid code, you are responsible for payment of any outstanding fees. All invoices will need to be paid via our "IRIS ParentMail" payment system in advance of the new term.

### 30 hours funding and top-up

Children may attend either every morning or afternoon session as their entitlement within the 15hr government offer. We aim to offer your preference, but in some cases, this may be dependent on numbers of children applying that year.

We also offer full time places where parents can apply through [childcarechoices.gov.uk](http://childcarechoices.gov.uk) for the 30 hour extended hours funding (if applicable) plus an extra £5 per day to provide lunchtime staff cover (packed lunch must be provided). If you are not eligible for the 30hr funded place you can choose to pay a top up amount which is currently £23.50 per day. If numbers allow, we may also occasionally offer some semi-fulltime spaces. This is a **minimum** of every morning or afternoon, **plus** at least 3 top-up sessions a week. We currently cannot offer flexi- sessions.

Please note - It is the responsibility of parents to apply, renew and keep up to date with ensuring the extended hours voucher codes or childcare vouchers. The government will ask for this to be done every 3 months via the portal. The school cannot be responsible for

covering costs of out-of-date codes, or giving individual reminders to renew codes. Therefore, if your voucher expires, charges will apply.

## **Nursery Procedures**

### **Arrival**

On arrival, please bring your child into the designated Nursery entrance of the school building. You are welcome to stay and settle your child for a few minutes, within the first week, but please discuss this with the Nursery staff in advance as we do need to consider the welfare and emotional impact on all our children. Any relevant information can be passed onto any of the staff at this time, but please be aware that there will be many new children to settle in and the Nursery staff's priority has to be given over to them. If you do feel you wish to discuss something in more depth with the staff, please ask for an appointment or message the teacher directly using your dojo account. Please place any named lunch bags on the large trolley and separate named snack pots in either the 'sunshine' pull along trolley for full time children or the 'rainbow' pull along trolley for part time and semi full time children.

### **Collection**

At the end of the session please wait until the staff open the Nursery door and wait in the appointed area until your child is sent to you, this is so that we can ensure all the children go home with the correct adult. Once the new children have all started Nursery each child will be asked to bring in a school book bag to take home artwork, letters and other school correspondence. The children usually leave their change of clothes in a drawstring bag on their peg, unless it needs topping up. It can be very distressing for a young child to be left after the other children have gone home so, we do kindly ask that you please try to collect your child on time. If someone other than you is picking up your child the school must be told in advance, verbally, in writing or via Dojo. The staff will not release your child without this confirmation. Lunch bags and snack pots will be collected by parents from the relevant trolley.

### **Full Time Nursery will follow the usual school drop off and pick up times**

### **Absence procedures**

While the children are not of statutory attendance age, at Glebe we do expect all children to attend Nursery each day. This helps to develop good attitudes towards learning and attendance, which will help them as they grow older.

All young children suffer illness from time to time and need to recover before returning to school. If your child has sickness/diarrhoea, you must keep them off school for at least a full forty-eight hours **after** the symptoms have cleared. If your child is going to be absent, please contact the school office via [absence@glebeprimary.org](mailto:absence@glebeprimary.org). Please do not send your child into Nursery if they are very ill as illnesses spread very quickly around Nursery due to the close contact that the children have with each other. As per our school policy, if your child has diarrhoea or vomiting, they must be kept off of school for 48hrs.

It is however, important that children regularly attend Nursery as they will need to adjust to routines and we do not want them to miss any important learning.

### Clothing

We would like all Nursery children to wear a red jumper or cardigan with a white polo shirt underneath, as well as grey/black tracksuit bottoms or comfortable grey/black trousers, shorts or skirts. Red gingham skirts/dresses are also fine, especially in the warmer months. We do ask that the children wear the school logoed tops for 'special' occasion days and school photographs. The logoed school sweatshirt/cardigan can be purchased from our supplier, 'Angels', 317 Rayners Lane, Pinner, HA5 5EH.

(NB: Please either visit the shop or order online at <http://www.angelsuniforms.co.uk/>. If you order and click 'Collect in Store' by close of business on a Wednesday, Angels will aim to deliver your order to school by Friday. The uniform will then be sent to class to go home with your child.)

Please note we do not provide nappies, wipes, nappy sacks - If your child is not yet toilet trained, please ensure that you provide these. New legislation being introduced from spring 27 will mean that any wet wipes brought in from this time must not contain plastic as we will not be allowed to use them.

However hard the staff try to prevent children becoming messy it is unfortunately quite common for children to still manage to be covered in glue, paint, water etc... So, with this in mind please do not send your child into school wearing anything that you would be upset about if it were to be ruined.

As part of the schools drive towards being eco-friendly and supporting the community, we also offer pre-loved uniform that can be purchased throughout the year. Glebe School now has an online second-hand uniform shop. There are no fixed prices, just donations. Please email [glebeuniformsales@gmail.com](mailto:glebeuniformsales@gmail.com) your requirements. All uniform is in great condition and can be offered for a small donation.

It would also be really useful if you could purchase a school book bag for your child to use in nursery. These can be ordered via the "IRIS ParentMail" payment system.

Your child will also need a drawstring bag containing:

- Spare pants, socks, top and trousers in case of accidents or messy play
- Welly boots for our outdoor sessions and for use in our beautiful, but often muddy school grounds.
- Protective mud suit (optional)

**\* Please ensure all clothing and wellies are named.\***



## Parental Help

We are grateful for all the help we can get from parents, but the policy across the school is that parents do not help in the class that their child is in. If you do wish to volunteer at school please do speak to the office for further information.

## Snack Time

We provide 1 piece of fruit per day, for the children as part of the healthy fruit scheme. This may include apples, easy peel oranges, bananas, pears, cucumber or tomatoes and will differ from day to day. We also provide a carton of cow's milk to all children at break time. If you do not wish to have this milk, please let the office know or contact the milk company using the number in your packs. However, if you wish to provide your child with his/her own fruit/vegetable (only fruit/vegetables are allowed) and healthy drink then you may do so. However, **if your child attends for the whole day** you may wish to provide a further fruit/vegetable snack as the Fruit Scheme only caters for 1 piece of fruit/veg per child per day. Please note we do not allow snack bars/crisps/biscuits/crepes/pastries etc at snack time. We also ask that grapes are cut into halves or quarters to prevent choking.

We also request that you send your child in with a named, plastic water bottle each day as the children are encouraged to keep hydrated throughout the session. We unfortunately do ask that this only contains water and not juice due to allergies and hygiene (the children are encouraged to access these independently and as you can imagine we do end up with a few spills!

## Curriculum

As with all Nurseries we follow the Government's curriculum and teach in line with the new revised Early Years Foundation Stage document (EYFS). To encourage your child to grow and develop, we aim to provide a wide range of learning activities within a secure and stimulating environment. This is achieved through a carefully planned curriculum, which reflects the Development Matters Document, The Early Learning Goals and the interests of the children. We aim to teach your child in partnership with you as his or her parent as we believe that no one knows your child better than you do!

Within Nursery, most learning will develop through carefully planned and structured play opportunities.

Play based learning is essential as it:

- **Builds confidence**
- **Encourages exploration**
- **Encourages independent problem solving**
- **Enhances creativity and critical thinking**
- **Build links from previous knowledge to new learning**
- **Promotes curiosity**
- **Encourages sensible and purposeful risk taking**
- **Allows children to make sense of what they see around them**
- **Allows for children to be independent learners**

## **Our Daily Routine**

The children are encouraged to join in with free play activities when they arrive at Nursery; this means they are able to choose an activity of their own choice. Allowing this free choice enables your child to feel secure and settled at the start of the session.

This will normally be followed in no particular order by:

- Adult led and independent activities
- Register and carpet learning time
- Song time/ story time
- Snack time
- Outdoor play time (this will be continuous throughout the session in good weather)
- Daily phonics group session, following the Little Wandle Foundations for phonics program
- Squiggle while you wiggle, early writing program

In a typical session, further activities could involve, painting, collage, junk modelling, tracing, cutting and sticking, sand and water play, play dough, number work, writing skills, role play, speaking and listening activities, fine motor skill practice and much more.



## **Outdoor Learning**

We aim to encourage children to build a love of the outdoors. We do this by using our expansive school grounds throughout the year and in all weathers. Therefore, please be mindful of this when dressing your child and by providing appropriate clothing that can be worn regardless of rain, snow and shine!

## **Learning Journeys**

Throughout your child's time in Nursery, they will complete an ongoing Learning Journey, which will be available for you to look at, contribute to and enjoy. The Learning Journey will record milestones of your child's learning and next steps for them to work on using their individual interests.

## **Conclusion**

We hope that this brochure will have answered some of your questions regarding your child's time in the Nursery and will be useful to keep for future reference. If you have any further questions, please do not hesitate to ask.

We would like to take this opportunity to welcome you to Glebe Nursery and trust your time with us both now and throughout their school career at Glebe will be a happy one.

R Wands - Foundation Stage Phase Leader