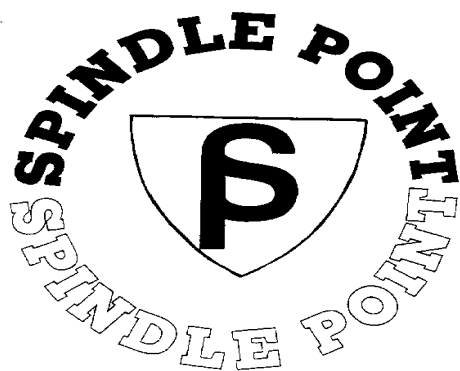


Welcome To Spindle Point Nursery



A GUIDE FOR PARENTS



<http://www.spindle-point.bolton.sch.uk>

Spindle Point School, Moss Lane, Kearsley, Bolton BL4 8SE
Telephone: 01204 333458
Head Teacher: Miss J Bingham

Introduction



This information booklet welcomes you and your child to the Nursery class at Spindle Point School.

We are all looking forward to you joining us and we hope that your child's stay with us will be a happy one. We want to ensure that your child enjoys their time at Nursery and feels secure and cared for.

We hope that you will find this booklet useful. It is designed to answer some of the questions you may have about the nursery and it explains a little about what happens here. We have included some necessary reminders that will help the

smooth running of the nursery and, most importantly, ensure the safety of your child.

Our nursery aims:

- To create a happy, stimulating environment where children will be encouraged and motivated to explore, discover and learn.
- To introduce young children to a wide range of experiences using practical learning opportunities appropriate to their ages and stages of development.
- To build positive relationships with parents so that we may support them in fostering the emotional, physical and social development of their children.

Admission to Nursery

Applications are invited at any time for admission to Nursery. Application forms are available from the school office or can be downloaded from the school's website. Visits to both the Nursery and the main school are welcomed by appointment. Children must have had their third birthday before they can attend Nursery. Applications are placed on a waiting list and parents informed in the Autumn or Summer term prior to admission.

From September 2017 we are offering full time places to those families who are eligible for 30 hours funded childcare as well as free part-time places (universal provision of 15 hours)



Additional (optional) costs for 30 hours funded places.

- School meals can be provided (currently £10 per week) or parents can send a packed lunch. This must be paid directly to school every week on a Monday (cash or cheque). Parents can choose to pay by BACS transfer and can pay several weeks in advance. We are not able to take payment for meals from any childcare voucher schemes or the Tax Free Childcare Scheme
- £15 per week to cover the additional 3.75 hour (8.45am – 3.30pm equates to 33.75 hours per week). Parents who choose not to pay this will need to collect their child no later than

2.45pm every day. The £15 weekly costs for the additional hours can be paid for using the Tax Free Childcare Scheme or childcare vouchers (details can be provided on request), BACs transfer, cheque or cash.

Please bring any cheque/cash payments to school in a named envelope on Mondays.

Session Times

- Morning session 8.45am to 11.45am
- Afternoon session 12.30pm to 3.30pm
- Full time session 8.45am to 3.30pm (33.75 hours per week with payment for 3.75 hours)
- 30 hours session 8.45am to 2.45pm

Parents/carers are welcome to come into Nursery with their child each day from 8.45am to 9.00am or 12.30pm to 12.45pm.

Before & After School Club

At Spindle Point we operate a very successful before and after school club for parents who need extended childcare. The club operates from 7.45am-8.50am and from 3.30pm-6pm. Parents can use childcare vouchers or the Tax Free Childcare Scheme as payment. More details can be obtained from the school office.

Starting Nursery

We are aware of the tremendous input that you, as parents, have already made in the education of your child and we acknowledge your role as the child's first educator. From birth, children learn many things. You are already playing an important part in this process of learning and we look forward to developing a partnership with you in these valuable early years.

Starting nursery is very exciting for young children and together we can make it a very happy and rewarding time. Before starting, talk to your child about coming to Nursery and about the things they will be doing and the people they will be meeting at Nursery. It is helpful to use our names so that they will be familiar with them.

It is important to remember that young children vary tremendously in the way in which they react to new experiences so do allow your child plenty of time to get used to Nursery – some children may take longer to settle than others.

When your child starts Nursery you will find that only a few children will start on the same day. By admitting the children a few at a time we find that the children are able to settle more quickly and easily into the routines, making the transition from home to Nursery as smooth as possible for both children and parents.

Our Nursery Team

- Mrs Greenhalgh - Teacher
- Mrs Nelson – Teaching Assistant
- Mrs Lansley – Teaching Assistant
- Mrs Hurst – Teaching Assistant

Moving on to School

Admission to the Reception class at Spindle Point is managed by the Local Authority and places are allocated according to their admissions policy. Our school prospectus can be obtained from the office and Miss Bingham, our Head teacher, would be very willing to meet with you and show you around school if you would like to make an appointment.

Please be aware that children who have been in the Nursery are not automatically guaranteed a place in the Reception class. The Local Authority will send out packs with details of how to apply for a school place. Please remember to return completed forms by the allocated date. Let us know if you do not receive the necessary information.

The majority of our Nursery children do transfer to our school and throughout your child's time in the Nursery, we aim to foster a close relationship with the staff and children in the main school so that there will be a smooth transition from Nursery to the Reception class. Teaching staff in the Reception class and Nursery work together closely to ensure consistency throughout the Early Years. Our Nursery team are always available to liaise with Reception teachers in other schools and will forward relevant information for those children who transfer to Reception class in other schools.

Personal, Social & Emotional Development

Children need to have self-esteem, confidence, and motivation to be successful learners. They need to develop concentration and learn how to co-operate. We encourage these skills and promote respect for others. Children learn to care for the environment and respect both their own culture and those of other people. They develop independence and the ability to take turns and to share through many different nursery activities.

Understanding of the World

Children are encouraged to find out about other people and the world around them. Work in this area of learning provides the foundation for later study of subjects such as science, history, technology and geography. Planned activities enable the children to explore a range of materials and living things, encouraging the children to question and investigate e.g. cooking, gardening, using magnets, mirrors and magnifying glasses etc. We explore using natural materials. We construct models with a range of resources large and small. We develop an interest in information communication technology using the P.C, electrical toys, digital camera, tape recorder and CD player etc.

Communication and Language

In the Nursery, we develop children's speaking and listening and early reading and writing skills. Role play, stories, rhymes and poems are used to encourage a growing vocabulary. We use a wide range of books to foster an interest in reading and children are encouraged to take a book home each week to share with an adult. A number of Nursery activities help with the recognition of familiar words and the sounds, names and shapes of letters. Children experiment with mark making and early writing skills.

The Early Years Foundation Stage

Physical Development

We plan varied activities, both indoors and outdoors, which help children to develop physical control, awareness of space and manipulative skills. We encourage development of gross motor skills using outdoor play equipment, indoor PE apparatus and movement sessions. We help to develop fine motor skills by providing activities e.g. jigsaws, threading beads and using scissors etc.

Mathematics

We use practical activities to develop mathematical skills and language. The children gain experience in counting, matching, sorting, ordering and comparing. They learn about shape and pattern and about ways of measuring time, volume and capacity. We play games which involve number and devise activities which enable children to explore shapes and measures, discussing what they are doing so that the appropriate vocabulary is absorbed.

Expressive Arts & Design

Children develop their creative skills through art, music, dance and drama. We let the children enjoy listening to music whilst often singing, dancing and using simple musical instruments. By using a wide variety of art resources we encourage the children to explore colour, pattern and texture and practise the skills needed to express themselves creatively. Children have many opportunities to paint, draw, chalk, collage, sew and experiment with various modelling materials. We provide lot of activities to develop skills in speaking and drama.

How you can help us

Bringing and collecting the children:

- Please **DO NOT USE THE SCHOOL CAR PARK** to bring or collect your child. Only school staff are allowed to use this area. If you do arrive in a vehicle please park on the roads near to school.
- Access to Nursery is via our own gate and door. There is no need to use the main school door as we have our own entrance.
- Please ensure the safety of all Nursery children by closing all gates and doors after you have passed through them.
- Your child **MUST** be brought and collected by a person over the age of 16 years.
- At the beginning of the session please bring your child into the Nursery before you leave. Similarly at the end of the session please wait on the Nursery playground and the Nursery staff will bring the children to the door and hand them over to parents.
- Please tell us if someone different will be collecting your child or if you are going to be late for any reason. Also let us know if you need to collect your child early.
- We would be grateful if you would ensure that your child is brought on time at the beginning of each session and similarly collected at the end of each session, as children can become upset if they always arrive late or are left until last.

“Settling in Time”

We have a “settling in time” at the start of each session. Parents/carers are invited to spend up to 15 minutes with their child in the Nursery.

(8.45-9.00am or 12.30-12.45pm)

In order for this to run smoothly we ask that you take note of the following:

1. In the morning, older brothers and sisters should be taken to their entrance door first (school doors open at 8.50am).
2. Limit the number of adults to 1 per child to avoid congestion.
3. Younger children (pre-school) must be supervised by parents.
4. Staff will be needed to supervise children within the nursery and monitor parents arriving and leaving. If you need to see the Nursery Teacher to discuss any issue at length please make an appointment at the school office.
5. Please leave your child at the end of the settling in time (9.00am / 12.45pm). If your child is upset please follow the advice of our Nursery staff. We encourage parents to phone school later on in the day if you are at all anxious about your child settling.
6. If you arrive after 9.00am or 12.45pm please leave your child with the Nursery staff.

Absences & illness

- We ask that you establish good habits with your child by bringing them to Nursery on time and maintaining a good pattern of attendance.
- Please ensure that we have up to date information regarding contact numbers so that we can get in touch with you if your child becomes unwell.
- Please contact the school and let us know if your child is going to be absent and unable to attend Nursery.
- **If your child has had sickness or diarrhoea please keep him/her at home for 48 hours.**
- If your child has German measles please contact us immediately so that we can inform parents in case of anyone being in the early stages of pregnancy.
- A school holiday list will be given to you when your child enters Nursery. Please let us know in writing if you have to go away on holiday during term time.



Medicines

- We would ask that you arrange to give prescribed medicine during the time your child is at home or come into Nursery yourself at the necessary time.

In the event of an injury

Should your child have a slight bump or possibly a fall during play this will be dealt with appropriately by a trained paediatric first aider. Minor grazes and scrapes are cleaned using only cold water and occasionally a plaster may be applied. A standard 'bumped head' letter will be issued if needed.

If the accident is of a more serious nature you would be contacted immediately and if necessary the emergency services would be called.

Children with Asthma/Allergies

Please ensure that we have up to date information in Nursery. We need to know about any food/other allergies. If your child requires an inhaler, please send one in for us to keep in Nursery.

Sun Creams & Caps

Please apply sun block, preferably SPF 30+ before your child comes to Nursery even if it doesn't look like it will be hot. We also recommend sending your child with a sun hat preferably the kind with material which covers the back of the neck. We do provide shaded areas for children to play.

Clothes for the nursery

- Please arrange for your child to be sensibly and comfortably dressed in practical clothes that he/she can manage at the toilet, can participate in 'messy activities' and can easily take off / put on. It is important that your child is able to develop independence.
- Many parents are opting for their child to wear the Spindle Point uniform and details can be obtained from the school office. **PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY NAMED.**

- Every child will have his or her own coat peg with name and picture. Please ensure that your child brings a coat to Nursery EVERY DAY as outside play is encouraged at all times except in dangerous weather. It is advisable to name coats and hats.
- If your child has an 'accident' in Nursery we will change him/her and provide clean clothes. Please return the nursery clothes as soon as possible as our supplies are limited.
- Footwear should be of a sensible design and suitable for both indoor and outdoor play. Velcro fastenings are particularly useful, shoes must be low heeled. We ask that your child does not wear open-toed shoes/sandals even in hot weather for his/her own safety. If wellington boots are worn to Nursery during bad weather please bring a plastic bag to hang them on your child's peg and ensure they are named.

Personal Items

- In keeping with Local Authority Health and Safety guidelines we ask that children do not wear jewellery at Nursery so please leave rings, bracelets, chains and necklaces at home.
- Children with pierced ears may ONLY wear stud type earrings and not even these on a PE day.
- We would suggest you do not send your child to Nursery with ornate hair accessories as they are often lost and damaged.
- We ask the children not to bring their own toys or personal possessions from home. Occasionally we may ask your child to bring in something connected with our current theme and we'd like you to encourage him/her to do so, at that time.

Reading

Each week children will choose a book from the library with the support of the teacher. The teacher will sign the books in and out. We will encourage children to select a range of books however children like to re-visit favourite books from time to time.

Snack Money

We kindly ask for a donation of £1.00 a week, preferably on a Monday. This is used to pay for your child's daily healthy snack which consists of items such as toast, crackers, crumpets, sandwiches, potato cakes etc. and a variety of fruit with either milk or water. Please let us know if your child is not allowed to eat certain foods. The money collected is also used for our weekly cooking activities, special art materials and scientific experiments and investigations such as ice-balloons, making jelly and melting activities etc.

Please send this to Nursery on a Monday in a sealed envelope with your child's name clearly written on the front.



Partnership with parents/carers

As parents you are the first educators of your children. We believe in a close partnership with parents and staff as we join you in educating your child.

We want to work closely with you. Good communication between staff and parents enables us to inform each other of relevant matters concerning your child. We appreciate being informed of any change at home that might affect your child and will treat anything you tell us in strict confidence.

We hold Parents' Evenings twice a year when you will be invited to discuss how your child has settled and how he/she is progressing. However, there is no need to wait for these if you have questions or concerns. We want you to feel welcome at the nursery and we will always have time for you.

We keep you informed of events in school through our regular newsletters. Please take time out to read them.

We encourage you to become involved in school and nursery life by working as a voluntary helper e.g. hearing children read further up school and also by becoming an active member of our PTFA.

Parent/Teachers/Friends Association (PTFA)

We have a successful PTFA who organise and run a variety of social events through the year to raise funds for school. We are always keen to recruit new members. Look out for details of meetings on the newsletters.

Disability Equality/Racial Equality/Gender Equality

The school is committed to being an inclusive community by valuing and caring for every one of its members, adults as well as children. All incidents that involve discrimination of any kind are challenged and acted upon.

All racist incidents are referred to the Head Teacher for investigation and recorded in accordance with the Local Authority requirements

Child Protection Procedures

The school takes its role in Child Protection very seriously. The Head Teacher is the named person for Child Protection and all concerns are reported to her in the first instance. The school adheres to the procedures and guidelines detailed in the document 'Framework for Action, for all children, young people and families in Bolton', as drawn up by Bolton Safeguarding Board. Staff receive appropriate foundation training in child protection. Parents may request a copy of our Child Protection Policy from the school office.



How you can help your child at home

Each week the teacher will display and send home a brief overview of the week's activities so that you can discuss with your child what they are learning about. You may also wish to contribute by sharing photographs and experiences that will extend their learning.

Personal, Social & Emotional Development

Encourage your child to:

- Use the toilet independently
- Wash and dry their hands
- Dress and undress independently
- Recognise their own name
- Tidy up his/her toys
- Develop a sense of right and wrong
- Look after things
- Learn to play with other children, sharing and taking turns

Mathematics

Help your child to develop mathematical skills:

- Provide opportunities for sorting by size, shape, colour and quantity
- Provide opportunities for matching and ordering
- Sing number rhymes
- Involve your child in cooking e.g. weighing and measuring counting spoonfuls
- Read and point at written numbers to develop recognition
- Play simple number games such as pairs, snap and lotto
- Look at shapes and patterns in the environment

Communication, Language & Literacy

Help your child to develop speaking & listening skills:

- Listen to what your child has to say and ask your child questions
- Plan and talk about events, outings and special days
- Encourage the use of who, what, where and when
- Listen to stories from an adult or CD
- Encourage your child to sing and make up their own songs
- Encourage use of a wide range of vocabulary

Help your child to develop an interest in reading:

- Look at books together as often as possible
- Share stories, information, poetry books and magazines
- Talk about the pictures, tell and re-tell favourite stories
- Point out familiar signs and labels e.g. TESCO, BUS STOP, etc.
- Visit the local library regularly

Help your child to start writing:

- Encourage mark-making with pencil, pens, crayons and chalk
- Encourage drawing and painting and talk about them
- Allow your child to watch you write and to join you in writing
- Give them the opportunity to use a safe pair of scissors to practise cutting a variety of materials
- Point out your child's name whenever you see it