



George Eliot
Primary School

Nursery Handbook
2017-2018

Adults in Nursery

Teaching Staff



Zara Shuttleworth

Nursery Teacher

Early Years Lead and member of the Senior Leadership Team

Support Staff



Stefania Pisoni

Support Staff



Naheed Khizar

Support Staff

All staff are known by their first names.

Organisation of the school day

The start of the day

Morning nursery runs from 8.45am – 11.45am.

Afternoon nursery runs from 12.30pm – 3.30pm.

We expect that children will arrive on time for each session and those who arrive late will be recorded in the register. If you are late please sign in the late register.

You are welcome to come into Nursery with your child to help them settle into their routine and feel secure in the new environment. We ask that once the settling in period is over that you say goodbye and leave your child with Nursery staff promptly so learning time can commence. The safety of your children is paramount and we need to ensure that all children are in the building and being supervised by Nursery staff. Please make sure you close the door as you enter and leave the premises. We also request that the gate to the playground is always closed. This will be monitored by staff daily.

The end of the day

Parents are asked to collect their children from the Nursery classroom. Please be punctual as young children can get quite distressed if they are the last ones to be collected.

If you know that you are going to be late please contact the school office. If an adult other than the usual parent or carer is collecting your child you must inform the Nursery staff in the morning. If at all possible we would prefer you to introduce them to us beforehand. We will not let your child leave with someone we do not know. There is also a notepad by the door for you to record who is collecting your child if it is someone different from their usual routine.

Attendance and Punctuality

It is expected that you will bring your child to school every day unless they are unwell. Please call school to let us know in the morning if your child is unwell and will not be attending that day. If your child's attendance falls below 85% you will be required to meet with Naomi (Executive Headteacher) or Lee (Head of School). This may result in their place being withdrawn. If you are late to drop off or collect your child you will be asked to sign the late register.

Drinks and snacks

Please bring a bottle of water to nursery clearly labelled with your child's name. Milk and fresh fruit are available every day and are provided by school.

Communication

Our main form of communication is the daily contact you have with staff. Letters home will inform you of any other information so please look out for these and read them carefully.

Once a term there will be an open evening when you will have an appointment to speak to your child's teacher individually to discuss their progress.

In an emergency please call the school on: 020 7722 2000

Parental/Carer Involvement

There will be opportunities for you to volunteer to help in school or accompany us on school trips. If you volunteer on a school trip you will be expected to support a small group of children. Please speak to a member of staff if you would like to help out in class.

We will invite you to spend some time in class with your child so you can look through their Learning Journey together and so your child can share what they have been learning with you. More information about this will be given to you in the coming weeks.

Please take the time to complete a page for your child's Learning Journey. All Learning Journey contributions are very useful in building up a picture of your child. Please talk to a member of the Nursery team if you need any help or guidance with this.

Curriculum

The Nursery and Reception classes are collectively known as the Early Years Foundation Stage (EYFS). The curriculum is planned from The Early Years Foundation Stage Framework which is divided into the following 7 areas of learning and development:

3 Prime Areas of Learning and Development

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

4 Specific Areas of Learning and Development

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Play

The emphasis in the Foundation Stage is on **learning through play**. Play provides an opportunity for children to learn about themselves, their culture and language, other people and the world around them. Play provides opportunities for exploration, investigation and problem solving and for children to practise all their developing skills. Play allows children to learn about making choices and decisions and puts them in charge of their own learning. It allows them to take risks without fear of failing. Through play, children develop their personal qualities and attitudes. Play also provides opportunities to represent their experiences and use what they have learnt through music, language, creative and imaginative activities.

Children's achievements will be recorded in words and pictures in a portfolio of their work that we will share with you throughout the year.

Assessment

Assessment plays an important part in helping parents, carers and nursery staff to recognise children's progress, understand their needs, and to plan activities and support. Ongoing assessment is an integral part of the learning and development process.

Evidence of what your child has been learning is kept in their portfolio, which is always available for you to see. We encourage parents and carers to contribute evidence of learning and development to nursery portfolios.

Key Information

Key Person

Every child in the Foundation Stage is allocated a key person to support the theme of developing positive relationships in the Early Years Foundation Stage Framework.

We believe that children learn to be independent from a base of loving and secure relationships with yourselves and the adults with which they have most contact at school.

A key person will be on hand to meet your child's individual needs and help them become familiar with their surroundings. They will also be your main point of contact on a daily basis.

Clothing

George Eliot Nursery does not have a school uniform. Please send your child to school in clothes that are easy for them to manage. Help is available with clothing where necessary but children are encouraged to try themselves. Velcro fastenings on shoes can help children be more independent than shoe laces until they are able to tie laces themselves.

Even though children wear aprons when involved in 'messy' activities, water, paint and glue can get onto clothing easily so please do not send children to school in their 'best' clothes.

Nursery children have access to their outdoor area most of the time. In the colder months please make sure they have a warm, waterproof coat in school. Open toed sandals and flip flops are not allowed in summer for health and safety reasons. We also ask that you apply sun screen before the start of the session and provide a sun hat for your child when appropriate.

Labelling your child's clothing clearly with their name will make it easier for us to return it to you if it has been misplaced. It can be very difficult for us to return clothing that has not been named.

Jewellery

Jewellery of any kind is not permitted in school for safety reasons. Children with pierced ears may wear small stud earrings only.

Toilets

Children are expected to be toilet trained before they come to Nursery. Accidents do happen and we have clean clothes for these situations. You may bring in a bag of spare clothes and leave them on your child's peg if you wish.

Special Events

From time to time the Nursery takes part in special school events. We may organise visits to places of local interest or have special visitors come and see us. We will inform you in advance of any special events that will be taking place.

School Books

The development of children's reading is crucial at this age and we ask you to support your child's reading at home.

We have lots of books for you to take home and share with your children. These books will be available for you and your child to change each day. Please take care of our books and remember to return them. This will make sure we have enough for everyone to enjoy.

You can help your child develop an interest in reading at home by:

- Reading a variety of literature including poems, comics and magazines
- Getting your child to look at pictures and predict what will happen in the story
- Make sure your child sees you reading (recipes, newspapers, food packaging instructions etc.) and writing (shopping lists, messages etc.) Remember to read aloud when s/he is around!
- Look at street names, shop signs, road signs and car number plates

Book Bags

You can purchase a school book bag from www.aceclothing.co.uk/shop/ . They are ideal for carrying books and any other letters between home and school. All children need to bring their book bag to school every day. Book bags cost £7.99.

Thank you for reading this handbook.

If you have any further questions do not hesitate to speak to any member of the EYFS team.

There will be a Parent Workshop on Thursday 5th October at 9.00am to find out more about the Early Years at George Eliot and how you can support your child at home.

We look forward to working in partnership with you.