

# Sprowston Infant School

## Nursery



# Welcome to Sprowston Infant School Nursery

We are excited to be able to offer nursery education as part of Sprowston Infant School. We feel that it is vital for parents to have as much information as possible before deciding on their child's early education. We hope that the following information will be of both interest and value in helping you to make that all important decision.

We are an inclusive nursery where every child matters, meeting the individual needs of both children and parents, enabling children to reach their full potential. Our indoor and outdoor areas provide learning and social opportunities for children in a happy, safe and secure environment. What children experience in nursery can create strong and lasting foundations on which to build in later life, so we believe it is essential that the first experiences at Sprowston Infant School Nursery are both enjoyable and of the highest quality.

Sprowston Infant Nursery admits children from the age of 2 and a half years old. We are registered with the Local Authority to accommodate a limited amount of funded two year-old children. We offer spaces for 15 and 30 hours of funded childcare. The 30 hours places are allocated on a first come first served basis. This is dependent on places being available. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.



# Our Setting

Our nursery is attached to the main school. It is a large space which had been designed with young children in mind creating a calm and welcoming environment. We aim to make the transition from home to nursery as smooth as possible with things that will be familiar to the children.

We have a variety of carefully planned and resourced areas that offer a rich, exciting and interactive learning environment in which your child can explore, discover and learn through play.

Due to the demands of modern family life we aim to offer flexible nursery sessions to suit your needs. For children who are 3 years of age they have 15 hours flexible free entitlement and it can be taken in a number of ways, for example your child could attend:-

- 5 morning sessions or,
- 5 afternoon sessions or,
- over 2 full days and one additional session per week which will include lunchtime (additional fee applies)
- a mix of morning and afternoon sessions up to 15hrs

If you wish your child to attend more than their 15 hours funded then, where space is available, you can pay for additional sessions. A 3 hour session is charged at £15 per session.

If your child is 2 and a half you can pay for them to attend sessions at a cost of £15 per session. Some children may be eligible for funding and parents would need to make an online application if you are in receipt of the below:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- child tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

They can also get free childcare if they:

- are looked after by a local authority
- have a statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

We take the safety and security of the children very seriously, access to the nursery and outdoor areas are strictly controlled with external gates and doors locked at all times. All visitors to the nursery are accompanied by a member of staff at all times. We have a legal obligation and a commitment to keeping children safe. To enable us to do this, we ensure that all staff have undergone an enhanced Disclosure and Barring Service check.



# Learning through play

Play is vital for children. It is through play that young children learn, grow, gain confidence and have fun. The EYFS helps us to provide appropriate play experiences to enable children to develop in all areas. It enables us to recognise children's strengths and areas they may need more support to develop new skills. The activities we provide for children will prepare them to progress with confidence and underpin the skills they need to work towards the Early Learning Goals. Each individual child will learn through high quality play that is tailored to their individual needs.

Learning and development areas are split into two types: prime and specific areas

Prime areas of development and learning lay vital foundations in the early years. The three Prime areas describe universal core aspects of early child development.

**The three Prime areas are:**

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

We also support children in four specific areas, through which the three prime areas are strengthened and applied.

**The four Specific areas are:**

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



# Working Together

We operate a key person system; this ensures that there is a named person who will work closely with you and your child.

A key person is:-

- a named member of staff who has more contact than others with your child
- someone to build a relationship with you and your child
- someone who helps your child become familiar with our nursery setting
- someone who meets your child's individual needs and care needs
- someone who responds sensitively to your child's feelings, ideas and behaviour
- the person who acts as a point of contact with you.

The key person system enables your child to experience consistent interactions and expectations. This kind of experience is important for children moving between the world of home and school where the environment and routine may be different. Children do best when parents and professionals work together. You know more about your child than anyone else. We actively encourage you to share experiences via Tapestry or raise any concerns you may have with your key person or any other member of staff.

## Tapestry

When your child joins us we will set up a Tapestry account. Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us.

We will add a post once a week so you know what your child is learning in session and we ask that you also do the same to share what they are doing at home.



# Daily Routine

## Session Times

Session times are:

Mornings 8:50 - 11:50am

Afternoons 12:15 - 3:15pm

Full time 8:50 – 3:15pm – this includes a 25 minute lunch which is at a cost of £2.50 per session

Lunch – this is for full day children or the older children who attend afternoons. Full day children are given priority however if we can accommodate afternoon children for lunch parents can pay for this and the child starts at 11:50am.

Children need to be at Nursery for the start of the session. The sessions start promptly and staff need to be with the children in session. We ask that parents arrive just before pick up time so children aren't left waiting as we do not want to cause anxiety for them. If an emergency occurs and you maybe a few minutes late for pick up you must call the school office – 01603 429001. Children will be dropped at the Nursery door.

A good routine contributes to a child's security. Our day is organised so that children enjoy a calm atmosphere, know what to expect and what is expected of them. A typical session in the nursery will include:

- Self registration
- Key group time
- Child initiated/focus activities (indoor and outdoor)
- Tidy up time
- Story/rhymes/songs/weekend feedback

Nursery practitioners communicate regularly to discuss children's interests and areas for development incorporating this into the plan of provision.

## Snack

The nursery will have fruit at a rolling snack time each day. The children will be supported by staff to prepare their own snack.

## Lunch

Children eligible to stay for lunch can do so at the additional fee of £2.50. This is for children who are attending a full day session at Nursery. Children need to bring a named lunchbox to Nursery. Lunches need to be balanced and we ask that they contain at least one piece of fruit or veg. We do not allow sweets, chocolate or fizzy drinks in lunch boxes. Please also do not overload your child's

lunchbox as this can be overwhelming. We are a nut free school so children must not have nuts or products containing nuts in their lunch e.g. Nutella, peanut butter, nut bars

### **Toileting**

We will support you to toilet train your child. This is an important skill and provides children with more independence. Many children are ready to begin potty training between ages 18 and 24 months.

There are different stages, see the table for what we will require parents/ carers to provide:

Stage	Parents to provide
Still in nappies	Nappies, wipes, nappy sacks, change of clothes
Potty Training/ Toilet training	Spare clothes, underwear (named), wipes, nappy sacks
Toilet trained	Spare clothes, underwear (named), nappy sacks

Please make sure all items are named

### **Local Visits and school Trips**

Outings may take place in the local area for example including trips to local parks/shops and use of local facilities such as the library. Throughout the course of the year we may go further afield on a Nursery trip, parents will be informed of this when planned and separate permission forms will be completed.

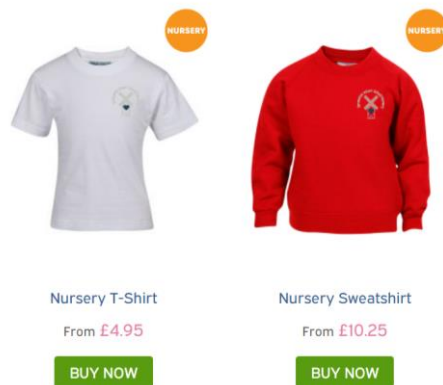


# Uniform

Uniform for nursery is as follows:

- Red school sweatshirt (see link below) or any plain red jumper/ cardigan
- White t – shirt or polo shirt – plain or with the school logo
- Navy or Black leggings, joggers or shorts
- Wet weather suit
- Comfy shoes with easy fastenings (no laces) – **children will not need separate indoor and outdoor shoes**
- Wellies

We ask that a change of spare clothes is provided (this doesn't need to be uniform) in case of accidents.



Uniform can be purchased from: <https://www.pbuniform-online.co.uk/schools/sprowston-infant-school.html>

All children will be given the opportunity to play outside throughout most of the day whatever the weather. It is important that you dress your child for school appropriately: **warm clothes and waterproof coat when it's cold and wet; sun hat and sun screen when it's sunny**. Children get wet, muddy and messy when they play outside. We ask, as part of the uniform, you provide wet weather clothing for them to wear. We teach children how to minimise how messy they get and they do get better at this as they get older, but it's part of their learning and development – you can't expect them not to get messed up playing in mud or with messy play!

It is important that your child's clothes are clearly marked with their name. Children's clothes may not only look the same but may also be the same size. We aim to make sure children are united with their belongings and when named this makes it a lot easier. Labelling pens and woven labels may be purchased online if you wish to do so but this is not expected.

### Other items:

Your child will also need:

- a school book bag – this goes between home and school each day
- a school change bag (listed as PE bag on website) – this is for the spare clothes, nappies and wipes (if needed) and remains in school. Staff will send home when items need topping up!



PE Bag

From £4.25

[BUY NOW](#)



Classic Bookbag

From £5.95

[BUY NOW](#)

Please do not send your child with backpack with additional items as we do not have the space to store these and also we want to develop independence so the Nursery book bag only.

# Frequently Asked Questions

## **Q: How can I prepare my child for starting nursery?**

A: Be positive and confident about your child coming to Nursery. Talk about the exciting play activities they will enjoy, and the other children they will see. This is an important time of change for both you and your child, and the staff will help you to feel relaxed and informed. A 'Nursery visit' is arranged for you and your child prior to admission. This will also help you to feel prepared and enable your child to settle in happily.

At nursery your child will be encouraged to be independent: to put on their own coat and shoes, wash and dry their hands, tidy up toys and do small tasks. Please encourage them to do these things for themselves at home. Please encourage your child to hang up their own coat and bag on their own special peg in nursery. This encourages them to be independent.

## **Q: What will my child need on the first day at Nursery?**

A: Please ensure your child is wearing their nursery school uniform or comfortable clothes that they can manage themselves (no shoes with laces please). They will also need a water bottle, spare clothes to be kept on their peg and nappies and wipes if necessary. Everything needs to be clearly labelled with your child's name.

## **Q: Does my child need to be potty trained?**

A: We do recommend that your child has started or is potty trained before starting nursery. This is an important skill and provides children with more independence. Many children are ready to begin potty training between ages 18 and 24 months. However, if your child has a Special Educational Need please contact Emma Wyatt who will develop a care plan with you and your Health Visitor.

## **Q: When can I speak to nursery staff?**

A: You can make an appointment to meet with the EYFS lead before, after or during the Nursery school day. Please remember that in the mornings and at the end of the day the Nursery staff's priority is to get the children into class safely and then release them to their parent or carer at the end of the day. It is fine to pass on a brief message at these times, but for anything longer, please contact the EYFS lead. Adding to Tapestry is the best way to liaise with the key worker for your child.

## **Q: How do I let the Nursery know if someone different is collecting my child?**

A: If you are running late or something has arisen then you can call the school with the details of who will collect your child and the office staff will pass the message on to the Nursery. Please make sure you add all people who may pick up to your child's contact list.

## **Q: What do I do if my child is sick?**

A: Please call the school office before 9am and speak to the office staff, there is also an answerphone service. Your child may still want to come to Nursery even if they are unwell but please ensure that you keep them at home if you think that they could infect other children. If your

child has vomited or had diarrhoea they must not return to Nursery until 48 hours after their last bout of sickness in order to avoid spreading infection.

**Q: How does Nursery share information?**

A: Most information is sent out to all parents by text, email or Tapestry so please ensure you keep us updated with any changes to contact details. Newsletters are sent periodically and the school website is updated regularly. Parents wanting specific information can email or call in at the office.

**Q: Can my child bring toys to Nursery?**

A: We acknowledge children sometimes need to bring something from home as a comfort but once your child is settled, please discourage this as lost or broken toys cause distress. Nursery is unable to take any responsibility for things being lost or damaged.