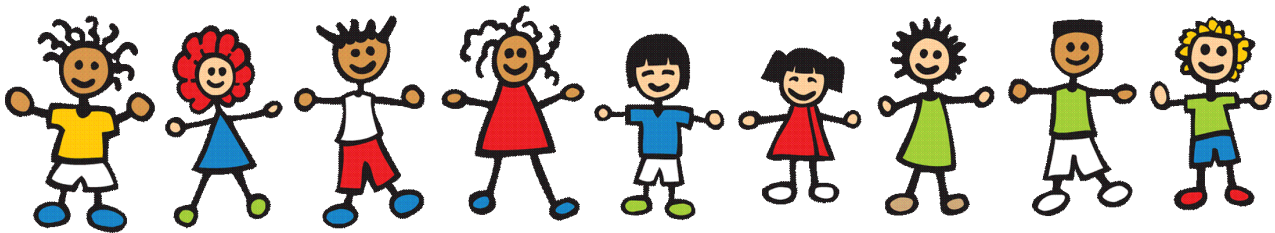


# Welcome to Early Years!



Thank you for choosing The Grove Early Years Unit for your child. This booklet contains information that you will need to know about your child's time in Nursery and Reception.

Starting school is a very exciting time for everyone. Your child will learn lots of new things, grow in confidence, develop their curiosity and make friendships as they begin their school journey.



[thegroveprimaryschool.co.uk](http://thegroveprimaryschool.co.uk)



[facebook.com/GrovePS](https://facebook.com/GrovePS)



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### **Timings of the day**

Nursery morning sessions begin at 8.40am and finish at 11.40am. Nursery afternoon sessions are 12.00-3.00pm. Reception times are 8.45am-3.00pm.

As there is only a very short time between sessions we kindly ask that you are prompt with these times so that we can ensure that the classroom is ready for the new children to arrive.

We do offer a number of 30 hour places for nursery children with working parents and the timings are 9.00am-3pm. For further information about 30 hour provision and to see if you qualify please visit the childcare choices website at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Arriving at school**

As Nursery and Reception children start at different times they enter the unit through different doors. Nursery children enter via the main school yard and come in through the green door. Parents are welcome to come into the cloakroom to support their child with their coat and to check their pocket for letters. Children then enter nursery and find their name to self-register. A member of staff will be at the door should you need to speak to anyone or leave a message. Parents do not need to enter the classroom. Reception and Afternoon nursery enter via the ramp and come into school independently.

### **Key Person**

Children in Early Years are assigned a key person (Nicola or Giovanna in Nursery and Louise and Karen in Reception.) The role of the key person is to form a positive relationship with your child as well as with parents and carers. They will compile observations and monitor the progress of your child throughout their time in Early Years. This is also the person who will meet with parents and carers to discuss progress. Should you have any concerns you may wish to speak to your child's key worker although any member of the Early Years staff will be happy to help. You will receive a letter informing you of your child's key person.

### **Attendance**

Wake up, shake up sessions and learning activities are planned to begin promptly at the start of each session (Morning nursery: 8.40am, Afternoon nursery : 12.00pm and Reception: 8.45am.) It is therefore very important that children arrive on time so that they do not miss any of the teaching and so they do not cause any disruption to other children's learning time.

Please contact the school office if your child is going to be absent from school and let us know why they are off. As you are aware, taking your child on holiday during term time is classed as unauthorised absence and should be avoided. If your child has been sick or had diarrhoea, they need to stay off school for **48 hours from their last episode.**

### **Our Team**

Parents and children are encouraged to refer to staff by their first names in order to promote a relaxed, informal atmosphere. We aim to provide a friendly, caring environment for all children as this may be their first experience away from home.

The members of staff are:

#### **Nursery:**

**Nicola Duggan** - Nursery Teacher

**Giovanna Stirling** - Teaching Assistant

#### **Reception**

**Louise Gibson** - Reception Teacher and Early Years lead

**Karen Moore** - Teaching Assistant

**Hazel Gaines** - Teaching Assistant

### **PE**

Morning nursery children take part in a weekly P.E session in the school hall. For the session children take off their socks and shoes. Reception wear a P.E. kit consisting of shorts and a coloured T-shirt depending on their team (you will be informed of this before they start.)

It would really help if your child could come to nursery in loose fitting clothes on a P.E day. Tights are also very difficult for most children to take off and put back on and so are best kept for other days.

### **Collecting your child**

It is very important that you inform us if anyone different is going to be collecting your child. Safeguarding children is our number one priority! Also, if you are going to be late then please call us to let us know.

The school number is **01207 502 938**.

### **Snack and Water bottles**

EYFS children under 5 years old are entitled to a free piece of fruit and a carton of milk every day, which they help themselves to throughout the session. Children should bring their own water bottle, clearly labelled with their name to school, these are sent home every night to be washed and returned the following day filled with fresh water. Juice, fizzy drinks and flavoured water are not allowed and will be replaced with water. Water cups are also available.

### Keeping up to date

There are a number of ways that you can keep up to date with the events in Early Years. Children in Nursery have a pocket with their name and photograph on in the Early Years cloakroom (attached to the bottom of the stairs.) This is where letters can be found. It is important to check your child's pocket on a daily basis so that you are up to date with all current information.

Newsletters and any letters/information are also available on the school website and Early Years information board.

In order to keep updated, please log on to the school website

[thegroveprimaryschool.co.uk](http://thegroveprimaryschool.co.uk)



to

### Stay and play sessions

Stay and play sessions take place during the year. These sessions take place during the school day. They are a great opportunity for parents and carers to see what we do at school. Your child's key person will be available during this time to update you on your child's progress and discuss ways that you can support them.

### ParentPay

When your child starts school you will be given a ParentPay code. As we are a cashless school all money for school trips, school fund, raffles, tickets etc will be paid via ParentPay.

### Outdoor learning

As part of their Early Years education children have daily access to the outdoor environment. Children are able to choose between the indoor or outdoor area on a free flow basis. They have access to outdoor learning during every season of the year and are provided with suitable clothing to do this (waterproof jackets and trousers.) Parents are asked to send in a pair of wellington boots for your child to stay at school. Please write their name inside each boot. To promote independence children are encouraged to dress/undress themselves, please dress your child in shoes with a VELCRO fastening.

### Getting messy

Early Years is all about learning through play. As part of this your child will take part in messy activities such as, the mud kitchen, water play, using shaving foam and gloop to mark make. As Reception wear a uniform school does provide suitable clothing, such as, waterproofs and aprons during these activities and we try and keep them as clean as possible. Your child may however at times come home a little dirty. We do apologise for this but messy play is an essential part of their learning. As most children do not wear a uniform for nursery (although they can should you wish them to) we recommend that they do not wear their best clothes.



### Jewellery

School policy states that no jewellery is to be worn in school for your child's own safety. Please can you ensure that any jewellery has been removed before they come to school.

### Communication with parents/carers.

Communication with parents/carers is very important to us. If you have any questions or would like to share information with us there will be a member of staff present at the start/end of each session. As these times can be very busy we would appreciate it if you could speak to the staff member who is not on the carpet with the children or wait till all of the children have been picked up (at the end of the session) to speak to us. If you feel that you would like a more formal chat or a longer conversation then please feel free to make an appointment for a more suitable time.



### **Your child's development.**

In Early Years we track every child's development through observations. These observations consist of photographs and a written explanation of what the child is doing. They help inform parents and carers of what your child is learning, how they are learning and to document the progress they are making. Observations are part of our continuous assessment process in Early Years. Observations are carried out during the sessions and help us to provide your child with appropriate activities linked to their individual stage of development. We have recently changed the way that we share these observations with parents and carers and there will be more details to follow.

### **Toileting and change of clothes**

We support and encourage all children to be independent in the bathroom. Regular reminders are given to children to go to the toilet and they are supported with clothing (where necessary.) If you feel that your child might have an accident whilst at school it would really help if you could send in spare clothing in a clearly named bag that can be left at school. A change of clothes is also helpful in case your child gets dirty or wet.



### **Tissues**

Children in Early Years often have a runny nose and we would therefore greatly appreciate a donation of 1 box of tissues per term. Many thanks.



## School Fund

Children in Nursery are asked to contribute £1 a week to school fund. As we follow the children's interests this money helps us to buy resources to support their learning. It is also used to provide children with regular opportunities to bake. This can be paid weekly or in full at the start of each half term via ParentPay. Reception children contribute to school fund through non-uniform days and whole school events.



## Expectations for Early Years

As all children are different and are at different stages of their development it can be difficult to know exactly what they are expected to be able to do. There is a REALLY useful document available called **WHAT TO EXPECT, WHEN?** This gives clear and simple examples of what you can expect your child to be doing at the different stages of their development (in all of the different areas of the curriculum.)

It can be found at [www.foundationyears.org.uk/](http://www.foundationyears.org.uk/)



## What to expect, when?

Guidance to your child's learning and development in the early years foundation stage



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## **SEND**

At the Grove Primary School, we are committed to the inclusion of all children in all areas of school life. We recognise the diverse and individual needs of all of our pupils and take into account the additional support required by those children with Special Educational Needs and Disabilities (SEND) following the SEND code of practice January 2015.

We believe in early intervention and working in partnership with both parents/carers and other agencies in order to help all children to reach their full potential.

When children start their level of development is assessed (within 4 weeks) and their progress is closely monitored.

We offer an open door policy and should you have any concerns regarding your child we encourage you to speak to a member of staff. It would also be helpful if you could discuss any initial concerns/difficulties or involvement of other agencies (such as Speech and Language) to a member of staff during your child's initial visits (when they are starting in nursery). Should concerns arise from school we will invite parents in to discuss them with staff.

**As nursery is often the first time that many children have entered into 'formal' education we do allow time for them to settle in (usually a term) before contacting other agencies.**

### **Promoting confidence, self-help skills and independence.**

Dressing and undressing is a HUGE part of Early Years. Children will need to do this for P.E and when wearing waterproof clothing for outdoors. This is a very important skill for them to develop and supports their sense of independence and achievement. You can support them to do this by encouraging them to dress themselves at home and giving them plenty of time to do this. You can also encourage them to put on their coat themselves. PLEASE also dress your child in shoes with VELCRO fastenings as this really helps them.

### **Additional information**

The Early Years unit is attached to The Grove Primary School and our Head Teacher is Bernadette Atkinson. A school prospectus is also available and any parents wishing to speak to the Head Teacher can call the school on **01207 502938** to arrange this.