



Fellside Community Primary School

WELCOME TO NURSERY CLASS (SEPTEMBER 2023 ENTRY)

June 2023

Dear Parents,

Welcome to Fellside Nursery! We are delighted that you have chosen us to provide nursery education for your child. This year promises to be an exciting one as they take their first steps towards greater independence in our nursery setting. We are privileged to be sharing this journey with you and we look forward to being partners with you in your child's development.

We aim to provide a stimulating and supportive environment in which your child can thrive, while beginning to make sense of the world around them, develop a natural curiosity and a thirst for learning as well as taking steps towards establishing skills in early reading, writing and counting. Importantly, we also aim to provide an environment to foster the social and emotional skills your child will need to continue to develop in readiness for when they progress into their Reception Year and begin their more formal education in Year 1. Overwhelmingly, of course, we want your child to have fun and develop their sense of self and their learning through play.

This booklet seeks to give all parents the necessary information they may need about our nursery, however we urge you to contact us if anything remains unanswered for you. In particular, I would draw your attention to the important dates regarding our induction week (week commencing Tuesday 5th September).

We look forward to working with you and your family this year.

Caroline Green	Head Teacher
Lindsay Storey	Early Years Leader
Ashleigh Hawley	Nursery Teacher
Donna Bullock	Teaching Assistant

Meet the Early Years Team



Mrs Storey, Early Years Leader



**Miss Hawley: Nursery Class
Teacher**



**Miss Bullock: Nursery Teaching
Assistant**

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Background

Fellside Community Primary School Nursery classes cater for 52 children (part-time, 26 children full-time equivalent) aged between 3 and 4 years old. They are staffed by the Nursery teacher; Miss Hawley and teaching assistant; Miss Bullock. Our patterns of provision are as follows:

- **Full time:** 30 hours – Monday to Friday 8.30am to 3.30pm (including 1 hour for lunch daily. Eligible parents only)*
- **2.5 days:** 15 hours – Monday, Tuesday 8.30am to 3.30pm (including 1 hour for lunch on each of the full days), and Wednesday morning 8.30am to 11.30pm
- **2.5 days:** 15 hours – Wednesday afternoon 12.30pm to 3.30pm, and Thursday, Friday 8.30am to 3.30pm (including one hour for lunch on each of the full days)
- **Mornings:** Monday to Friday from 8.30am to 11.30am
- **Afternoons:** Monday to Friday from 12.30pm to 3.30pm

*To check your eligibility to 30 hours funded childcare for your child, visit www.childcarechoices.gov.uk

As a Local Authority led school, our nursery class follows the same holidays as the school, and is open Monday to Friday.

Parents will be informed of school term dates each year by letter and dates are also posted on the website. This letter will also include INSET staff training days, when the nursery class and school are closed to pupils.

Our Aims

We want all children to have enjoyable and satisfying experiences, as it is these early experiences that affect children's attitudes to learning. We therefore seek to provide a caring, secure, happy and stimulating environment where your child can reach his/her full potential.

We aim to help your child to:

- feel secure and confident

- become independent
- make friends
- co-operate by taking turns and sharing
- explore and experiment
- enjoy learning through play
- think critically and creatively

These aims will be achieved through the four themes of the Early Years Foundation Stage;

<i>A unique child</i>	<i>Positive relationships</i>	<i>Enabling Environments</i>	<i>Learning and development</i>
Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.	Children learn to be strong and independent from a base of loving and secure relationships.	The environment plays a key role in supporting and extending children's development and learning.	Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

The Nursery Curriculum

Nursery and Reception classes have their own curriculum known as the Early Years Foundation Stage. This period is a distinct stage with its own Early Learning Goals. The goals cover the seven areas of young children's development and learning, and these will be introduced to your child through planned, purposeful play and a mix of adult led and child initiated activities. Further information on the EYFS curriculum can be found on the Government website: <https://www.gov.uk/early-years-foundation-stage>

Three areas are particularly important for young children's development; these are the **3 prime areas**:

Communication and language

The use of language is at the heart of young children's learning. They will have opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves (their thoughts, ideas and feelings); and to speak and listen in a range of situations.



Listening to a story



Play with others

Physical development

We provide opportunities for children to be active and interactive; to develop manipulative skills and good hand-eye co-ordination. We aim to develop children's strength and spatial awareness, and the control and co-ordination of their bodies, while learning to move and to handle equipment. We also help them to begin to understand the importance of physical activity and to make healthy choices in relation to food.



Jumping and climbing in soft play



Developing fine motor skills

Personal, social and emotional development

Children learn best when they feel happy, secure and good about themselves. They develop independence and confidence as they play alone and in small and large groups. They develop social skills and learn how to manage their feelings by co-operating, taking turns, sharing and behaving appropriately as part of a group.



Cooperating and taking turns



Developing imaginative play

There are also **4 specific areas** of learning through which the prime areas are strengthened and applied. These are;

Literacy

Children will have opportunities to develop their knowledge of sounds, aural and visual discrimination, leading towards the linking of sounds and letters. They will be able to enjoy a wide range of books, poetry and songs and experiment with writing for themselves.



Sharing a book



Seven Stories visiting Nursery



Writing messages

Mathematics

Children will have opportunities to develop and improve their skills in counting, understanding and using numbers. They will learn to describe shapes, spaces and measures with their developing mathematical language, and begin to recognise and make patterns.



Using the scales to look at heavy and light



Recognising numerals

Understanding the world

Children develop the crucial knowledge, skills and understanding that help them make sense of the things, places and people around them. Through first hand experiences they will observe, explore, predict, discuss similarities and differences, and talk about changes. They will be aware of and use technology for different purposes.



Visiting Hall Hill Farm



Learning about road safety



Accessing interactive games



Looking at life cycles

Expressive arts and design

Children have access to a wide range of creative materials allowing them to represent their feelings, ideas and experiences. Stories, role play, movement, music, dance and design and technology also provide opportunities for them to explore and express themselves.



Getting creative



Playing the 'drums'



Making 'a crown'

Nursery Routine

Young children feel safer and more secure if there is an established routine and therefore each nursery session usually follows the same format as outlined below:

Plan, Do and Review

This is a time when children carry out their own choice of activities supported by the nursery staff. Resources and activities are carefully structured ensuring that the children are learning through their play. The children can play both inside and outside, weather permitting.



Outdoor play



Building in the construction area

Small Group Time

The children are divided into smaller groups in order to carry out a focussed activity with either the nursery teacher or teaching assistant. The activities are carefully planned to meet the needs of the children and cover all areas of learning.



Planting seeds in our vegetable patch.

Snack Time

We have a snack table in our provision which is easily accessible to the children in both the morning and afternoon. Children are encouraged to have a drink of milk or water and some fruit or other snack items such as breadsticks or crackers. The children help to prepare the snack by chopping pieces of fruit. Although milk, water and some fruit are provided, we do rely on donations of fruit and snack items from parents and carers and will gratefully receive these.



Preparing snack



Baking

Circle Time

These are sessions when the whole nursery comes together. During this time activities may include music/singing, stories and discussions. Morning and afternoon sessions both begin and end with a period of circle time.



End of session story

Full Days – Arrangements for Lunch

We offer full day sessions for children, including lunch. The lunch hour will start at 11.30am – the end of our morning nursery session. Children with full-time places (and those with a 2.5 day place, when it is their full day) are taken by lunchtime staff to our main school hall where they will be served with a school lunch.

Having eaten lunch, and in order to provide the children with some quiet time before they return to nursery for the afternoon session, the children will spend the final half hour or so in our school library where they can enjoy a story, relax on a cushion or play at activities until the start of the nursery afternoon session at 12.30pm. During the summer term, we begin to introduce children to lunchtime play on the playground along with our Reception class. This contributes to the children's transition to Reception, whether that is at Fellside or elsewhere.

Children will remain fully supervised during the lunch break, by qualified staff with a ratio of 1:8. The provisional menu for the 2023/24 school year is enclosed with this pack. The cost for lunch and supervision over the lunch period is **£4.00 per day**. (Also see section 'Payments for Lunch'). The menu operates on a three-week cycle and we will ask you to order meals on behalf of your child in advance. Any subsequent changes to meal choice can be made via the school office. Jacket potatoes with a range of fillings are available each day as an alternative to the regular meal options.



Clothing

It is important that your child feels comfortable while at nursery and we suggest that they do not wear their 'best' clothes as there is always the chance that they will get dirty! Most children wear the school uniform, although this is not compulsory. This uniform consists of the following: grey trousers, grey skirt/pinafore, royal blue sweatshirt and white polo shirt. Sweatshirts and polo shirts with the school logo are available for you to buy direct from our supplier, Tots to Teams: <https://totstoteams.com/fellside-community-primary-school>

We will encourage your child to become independent, taking off and putting on his/her own coat and shoes, and as the year progresses he/she may need to take off their own sweatshirts and cardigans. Velcro fastening shoes are much easier than laces! **Please name all items of clothing.** Every year, we acquire such a lot of uniform that cannot be returned to children in our 'lost property' box, because it is unnamed.

We ask that you provide a spare set of clothes in a named bag that your child can keep on his/her peg in the event of any accidents – this doesn't need to be uniform. (Small backpacks **only** please, as the cloakroom becomes very crowded with bags and coats). Because some children share pegs, spare clothes need to be brought and taken home each day.

We also ask that you leave a pair of named wellies at nursery. The children change into these each day to go outside to play.

Parent Helpers

We occasionally invite parents into Nursery to help support sessions alongside Miss Hawley and Miss Bullock. If you would like to help occasionally (i.e. termly or half termly) there is no need for DBS clearance. Please see a member of Nursery staff if

Home/School Links

Throughout the year, the nursery staff undertake a range of observations of the children either during play with others, with staff or as part of an adult directed activity. This helps provide evidence of the children's learning and progress throughout the year.

These are collected using another e-portal called '**Evidence Me**'. Before your child starts nursery, you will be given details of how to download the app onto your device and you will be sent an invitation to join the system and create your own username and password. Once logged on, you can view the observations of your child and also add your own photos and videos of what your child has been up to. This could be anything from a trip to the park or the beach or making mud pies in the garden! We will make time in nursery to share these with the class.

Each child also has their own 'Learning Journey' which is their scrapbook of their time with us. It includes items such as pieces of work, copies of paintings, photos of school trips or visitors, special occasions etc. We also use it to display their 'stars at home' where you can document your child's achievements on a special star that we share with the class. This can be anything from brushing their teeth to making their bed! These Learning Journeys are always available to look at any time with your children.

After the first half term, we begin our library where children may choose books to bring home. We ask parents to share these with their children and take a little time to comment on their children's enjoyment and interest in their library record book. We will also start sending a weekly activity home in their library bag to help you continue some of the opportunities we provide in nursery.

We endeavour to display activities, trips, and visitors etc. on our website so you can see some of your children in action and get an idea of the things we get up to! Here, you will have opportunities to leave any comments or feedback which are much appreciated!

Performances

At the end of the autumn term we hold a special Early Years Nativity performance at Christmas time and a Nursery Sports Day towards the end of the summer term.



Our Nativity



Sports Day

Trips

We complement our Nursery curriculum with occasional visits and visitors. Prior to visits or visitors, a letter will be sent to parents stating the costs per child. Voluntary donations are welcomed.

If, however, after all donations have been received, the school cannot meet the cost of the visit or visitor, it may not be possible for it to go ahead. No child will be discriminated against if the parent is unable to contribute, however,

visits and visitors provide valuable experiences for our pupils and we cannot offer them without parental support. We thank you in anticipation of this.

Attendance, Absence and Illness

Parents and carers bring and collect the children from the school yard. Children are accompanied in and out of the nursery by the either the class teacher, Miss Hawley, or our Teaching Assistant, Miss Bullock. However, if your child is late arriving (after 8.45am, or 12.45pm) or needs to be picked up early, or is being collected late (after 11.40am, or 3.40pm) you must use the main school entrance and report to the reception area. If your child has not been collected by 11.45am or 3.45pm, we will begin to telephone the named contacts.

We understand that there may be occasions where you need to collect your child from nursery early to attend a medical appointment (or return your child to nursery following attendance at an appointment). We would be grateful if you could try to coordinate these around the 11.30am and 12.30pm pick up and drop off arrangements that we already have in place.

We appreciate parents collecting their children promptly, but also understand emergencies do happen. If you know you are going to be late, please telephone the school on **0191 4887486** to advise us.

Because our nursery children must always be brought and collected by an adult, our absence policy is slightly different from the school policy. We will not telephone you to enquire about your child's absence; we do ask that you contact the school on the first day of absence of your child, however. We would also ask that parents follow any relevant NHS guidance regarding appropriate number of days for children to be absent to avoid the spread of viruses and infections (e.g. 48 hours for sickness bugs etc.).

It would also help if you could notify us promptly if your child is admitted to hospital or is suffering from an infectious disease.

In the event of a child being ill or injured at school, trained staff will provide first-aid care for your child and seek further advice if necessary.

We ask all parents to provide us with an emergency contact number so you can be notified if your child becomes ill during the day. If, during the year, your contact details change, please remember to inform us.

Electronic Communications via eSchools

We regularly send out letters and information to parents to keep you well informed of news and events and to obtain permission for specific visits or activities. We also often need to get in touch with parents via telephone for more urgent messages.

To assist in this communication, we have enlisted the support of a company called eSchools. This service provides us with an email facility so that we can

email parents copies of any letters direct – reducing the chance of missed letters. As well as increasing efficiency, this has a beneficial environmental and financial effect on reducing our use of paper. The service also includes a text messaging facility so that urgent messages can be sent direct to parents' mobile phones. The service is fully data protected and optional, but many of our parents find it extremely useful. eSchools also offers parents a downloadable APP for mobile phones. Further details on how to access this will follow in September.

Fellside Primary Parent Teacher Association (PTA)

This group is made up of volunteers (parents, grandparents and friends of the school) who are interested in supporting us. To date, the PTA have organised many events for children and parents and have also raised money for the school. The funds raised are sometimes used to subsidise trips or visitors and to provide 'extras' the children wouldn't otherwise be able to have. (For example, the PTA have recently contributed to the cost of new iPad minis for use by class teachers). We appreciate their continued support.

Fellside Fun Club

This is a privately operated company which is based within our school to provide before and after school care for all children aged between 3 and 11. The breakfast sessions are from 7.30am – 9.00am and the after school sessions run from 3.15pm – 5.50pm. Please refer to the details on the website or accompanying booklet; alternatively contact Rachel (club owner/manager) on 07541227842.

Several nursery children have attended the Fun Club, which runs from the school dining area and hall. Either nursery staff or Fellside Fun Club staff will bring children to or from the nursery at the end or beginning of Fun Club sessions so children are never unaccompanied.

School Website

The school has its own website where you can access a wide range of information about our school. The site can be accessed at the following address: www.fellsideprimary.co.uk

We also try to regularly post photographs of activities and fun days the children have been involved in. It is important that you complete the photography usage consent form, particularly if you do not want your child to appear on the website.

Photography Usage Consent Forms and viewing DVDs

We require your permission to use any images of your child participating in various aspects of school life. You have the right to withhold permission for any images to be used on the school website and externally by media organisations. If you have any concerns, please discuss these with Miss Hawley, Nursery Teacher, or Mrs Storey, Early Years Leader.

We occasionally show a short film or DVD in class linked to the curriculum. We will only ever show movies of U classification, but on admission we request your approval to do this.

You have the right to refuse permission if it is your preference, or contact us to change your decision at any time.

Admission to school (2024-25)

Parents of three-year olds will be asked to complete an online preference form indicating which primary school they wish their child to attend. It is important that parents complete and return this on time (usually by mid-January).

Parents should note that attendance at our nursery does not automatically qualify children for a place in our Reception class. Applications must be made using the preference form.

Children in the nursery who are allocated a place at Fellside Primary School will visit the Reception classroom and meet their teachers during the summer term. Everyone works closely together to ensure a successful transition for the children.

Those children who will attend different schools are invited to attend their visiting days and Fellside staff will liaise with the Reception teachers of your child's new school and pass on relevant data and records.

Complaints

We hope to be able to resolve any complaints that parents may have. In the first instance, concerns should be made to the Nursery Teacher, and then if necessary, to the Head Teacher. In most cases we find that concerns can be dealt with successfully at this informal level.

If parents wish to make a formal complaint, however, details of the procedure are available at school (from the school office) or by downloading our complaints policy and form from the school website.

If parents are still not satisfied with the response, then complaints can also be made to Ofsted. (See www.ofsted.gov.uk for further information).

Nursery Fund

We ask for half termly voluntary contributions towards the nursery fund to pay for any foods and cooking ingredients (usually £5 a half term). This can be paid half termly, or in a lump sum. If there is any excess in the funds we may use it to subsidise visitors or trips.

Health and Safety

Healthy Eating

Our school has a duty to provide a health promoting environment.

No sweets or juice are to be brought to the nursery.

We take part in the National Fruit Scheme. This scheme provides a free piece of fruit each day for all the nursery and Key Stage 1 children. The aim is to encourage healthy eating habits from a young age. We also ask parents to contribute fruit and items such as plain biscuits, crackers, and breadsticks each week to enable us to make a daily fruit salad and inviting snack area. The children help to prepare this, and it enables them to have a choice of fruits to eat. We occasionally try different foods related to our topics such as Chinese New Year and growing fruits and vegetables in the garden.

Following research into the benefits of readily available drinking water, children have access to a water fountain throughout the sessions.

At the snack table, children will be offered a choice of milk or water to drink. We receive free milk as part of the Department of Health Nursery Milk Scheme.

We also celebrate each child's birthday by baking their own cake with them to share with the rest of the class.

Sun Safety

Please remember children may be outside for much of the nursery session. We expect parents to apply sun protection cream before the start of each session, and provide children with a sun hat. For children who might be staying with us for a full day, we recommend parents use 'once a day' sun protection cream.

Toileting

We do ask that children are toilet trained as much as possible, however we do assist those who need help, in line with the school's intimate care policy. A copy of this is available on request.

Jewellery

The wearing of jewellery is not allowed on safety grounds.

Medication

If your child has any specific health difficulties or needs, please inform Miss Hawley, Nursery Teacher. On the rare occasion when a medicine must be taken at school, parents **must** come into school to complete a **Medical Care Plan** for the administration of medicine and liaise with our First Aiders – Miss Hawley and Miss Bullock.

Staff are **not** allowed to dispense medicines without a form being completed.

Following advice from the LEA, and in line with our Policy, the school can administer **PRESCRIPTION MEDICINES ONLY**. Before these are accepted in school, there needs to be a discussion with the parent and completion of the **Medical Care Plan**.

No child is allowed to dispense their own medicine.

Children with asthma will be allowed to bring inhalers into the nursery provided they are clearly marked with the child's name and parents have filled in a **Medical Care Plan**.

Security

Your child's safety is of paramount importance to us. It is an ongoing issue which is regularly monitored and reviewed as part of our Health and Safety procedures. We are committed to the school retaining an open, welcoming atmosphere, while ensuring the safety of all pupils, staff and buildings. Children and parents are requested to enter and leave the school using the appropriate paths.

If your child is being collected by someone other than their usual carer, we ask that you inform us on the morning/afternoon of the day in question. In the extremely unlikely event of a child going missing from the nursery class, the procedure is that staff would telephone the police and parents immediately. If parents could not be contacted, staff would then contact other adults from the emergency contact sheet.

Once all the children have arrived, the outside nursery door is locked to ensure the children's safety. Please remember to use the main school entrance if you are late arriving or collecting your child.

Please note, for children arriving to start a session at 12.30pm, please wait by the main school gate and a member of the nursery staff will accompany your child through the yard to the Nursery entrance.

We kindly ask that you ensure the green gate leading to the main yard (from the Fellside Road main entrance) is closed behind you when you enter and leave the school grounds.

Please note, the school and grounds are a smoke and vape free environment. Mobile phones should not be used on the school grounds.

Child Protection - Safeguarding

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms

of abuse, staff have no alternative but to implement our Safeguarding and Child Protection Policy and inform Children's Services of their concern.

Our child protection officers are:

- Designated Person- Mrs Caroline Green (Head Teacher)
- Nominated Deputy- Mrs Tracey Dawn Petrie (Deputy Head Teacher)
- Nominated Deputy – Mrs Ruth Thornber (Assistant Head Teacher)

Assessment and Record Keeping

We keep information on children to inform our teaching and monitor progress. Following Local Authority guidelines, we compile a baseline assessment on each child during the first half term, and throughout the year we regularly monitor progress and development in the seven areas of learning. Your child's records are available for you to see and discuss if you so wish.

Parent Consultation Meetings

During the first term of entry to the nursery, we hold a formal consultation session with the teacher. This gives you the opportunity to discuss your child's general progress and how they have settled. We hold a similar consultation day in the spring term, and in the final summer term parents receive a written report of progress and achievement as well as their Learning Journeys. Other assessment documents and records, including a copy of their report, will be passed on directly to children's new Reception teachers as part of their transition records. You will have the opportunity to consult with the nursery teacher after receiving the report if there are any areas of concern.

Additional meetings can be organised with the nursery teacher on request, at any time during the year.

Special Educational Needs and Disabilities (SEND)

In consultation with the Head Teacher, the governing body determines the school's policy and approach for special needs provision. Within special educational needs, attention is given to more able children as well as those experiencing difficulties. A member of the governing body has been appointed governor with special responsibility for SEND.

The day-to-day management is delegated to the SEND co-ordinator (SENCo), Miss Robson (our Year 6 teacher), who is the main point of contact and always willing to meet the parents of those pupils with special needs.

Fellside Community Primary School welcomes all children in the community. We ensure that all children have the same opportunity to fulfil their potential and to participate in all areas of school life including access to the Early Years Foundation Stage Curriculum.

The school takes its duties to children with SEND very seriously and will take all reasonable steps to admit children with SEND and give them the fullest possible access to premises and the curriculum. The school has adopted plans, which are reviewed annually by governors, for progressively and over time increasing access to the school for disabled pupils. These include physical improvements and changes to policies and practices where these are appropriate and possible. (For more details please see the school's Equal Opportunities Policy).

In line with the Special Educational Needs Code of Practice, the school uses a graduated approach to the identification and assessment of special educational need. This is a continuous systematic cycle of planning, intervention and review within the school to enable pupils with SEND to learn and progress. Parents are consulted and kept informed at all stages. Initially, if concerns are expressed by either parent or teacher, the child will be monitored and assessments discussed with parents. A child would be placed at 'School Based Support' if he/she is identified as requiring intervention which is different to that provided as part of the school's differentiated curriculum.

Sometimes, external support services may be involved, but parents will always be informed and consulted with where this is the case.

In some cases, the Local Authority will make an assessment of a child's educational needs based on specific advice, and they will write an Educational Health Care Plan (EHCP).

The nursery supports children with SEND in a number of ways, including the following:

- organising staffing to support children with SEND;
- screening each class to identify children with SEND and reviewing their needs and programmes of learning;
- setting targets and discussing them with the SENCo so that individual progress is monitored;
- providing specialist resources, individual and group activities, where possible and appropriate;
- bringing in specialist support from the Local Authority;
- involving other agencies such as health services and voluntary organisations as appropriate;
- consulting with the Speech and Language Service;
- involving parents of children identified as having SEND as much as possible including inviting them to attend regular reviews;
- providing in-service training for school staff to ensure good support for pupils with SEND;
- using the Behaviour Improvement Policy to support and encourage good behaviour in school.

Behaviour Management

As the class teacher, Miss Hawley is responsible for behaviour management issues. Our policy is primarily based on acknowledging, praising and reinforcing good behaviour.

- We aim to give all children self-discipline and promote an atmosphere of caring, sharing, self-control and co-operation between children.
- We try to explain the reason for rules so that children can see the point of them and can begin to be involved in the rule making.
- We give them a voice by encouraging them to say “I don’t like that! Don’t do it!” if their peers are behaving inappropriately, and to ask for adult help if needed.

We involve the children in the development of a class charter of classroom rules. In the nursery this is simplified to include “Golden Rules” which can generally be summed up as follows:

- **Follow all instructions.**
- **Walk quietly and sensibly around school.**
- **Keep hands, feet and objects to yourself.**
- **Show respect to people, property and the school environment.**
- **Be honest and truthful at all times.**

Within nursery, staff utilise a traffic-light system for managing behaviour with all children commencing each session on green. Where a warning is issued to a child regarding their behaviour, they move to amber. Continuation of the behaviour results in their moving to red and receiving a ‘time-out’ consequence. We limit time-out to 1 minute per year of age. After this, children revert back to green on the traffic-light system. Using this system, we aim to ensure children have the opportunity to correct their behaviour and understand that non-observance of the Golden Rules result in a consequence.

In the unlikely case of persistent or serious misbehaviour parents will be asked to meet the nursery teacher. Any actions taken will be done in consultation with parents and may include; monitoring, employing intervention strategies, or referral to the Local Authority’s inclusion support team.

Key Person

Because the nursery class is staffed consistently by only two adults who work very closely to provide a safe and secure environment for your child, we feel we can respond to the needs of individual children, particularly during the first few weeks of the nursery, by enabling staff to respond to individuals, rather than allocating children to a particular member of staff. As such, the nursery teacher, Miss Hawley, is the key person for each child in the class and will liaise with parents informally at the beginning and end of the sessions and more formally at parents’ consultation sessions.

However, the staff work very much as a team and the teaching assistants will be available to welcome parents and children into the nursery and discuss any concerns or issues arising, passing this information on to the teacher.

We also have key worker groups, with children divided into two groups to carry out more focussed activities and discussions with either the teacher or teaching assistant. The groups have the same key worker for half a term, after which staff rotate in order that all children get to know all staff.

Keeping us Informed

It is important that parents make us aware of any changes at home that may affect your child's emotional well-being so that we can respond accordingly. (This may be moving house, the loss of a pet, a new baby etc).

School Policies

Copies of all the school policies are available for parents to view. Please ask at the school office or consult the school website: www.fellsideprimary.co.uk

Preparing Your Child for Nursery

Beginning their nursery education is an important milestone in the life of any child and naturally it may give rise to worries and concerns by children. It is, therefore, important to talk about 'starting nursery' in a positive light with your child. Children respond in different ways, and while some will settle easily, others may find it quite traumatic. Prepare your child by talking about the kinds of things he/she will do at nursery, pointing out the school building to them if you are passing. Encouraging your child to be independent as far as possible will also help – encouraging him/her to put on and take off his/her own coat, encouraging independent use of the toilet and washing of hands, and helping to tidy up toys, for example, will foster this.

Induction Evening

You and your child are invited to join us at an informal induction meeting on **Thursday 22nd June**, followed by an opportunity to spend some time in the nursery classroom and our Early Years outdoor area.

During the meeting, there will be the opportunity to find out about the following aspects of life at Fellside Nursery:

- The Early Years Foundation Stage curriculum
- Our daily routine (including lunchtime arrangements for full-day attenders)
- School policies
- Arrangements for 'staggered entry' to nursery in September

Please bring your child's birth certificate with you to the induction session as the school is required to confirm their date of birth.

Please note, this must be the original and not a photocopy.

Induction Period:

We operate a graduated induction period so that the children can feel safe and secure in the nursery.

Entry in September 2023: Induction Week

Depending on the type of place that your child has, and whether they are a **new** Nursery pupil from September 2023 or are **continuing** Nursery pupil (i.e. attended during the 22/23 academic year) determines their arrangements for access to nursery provision. From week 2 (wc Monday 11th September), **all children will be able to access their full provision.**

To determine your child's induction week pattern, please note their group colour as follows:

Red:	Full time children
Blue:	2.5 days Monday, Tuesday and Wednesday morning
Green:	2.5 days Wednesday afternoon, Thursday and Friday
Yellow:	5 Mornings

If your child is a continuing (i.e. returning) child to our nursery, they may access their full provision from week 1 – week commencing Tuesday 5th September. (Please note, school is closed for staff training on Monday 4th September).

For all children **new** to the nursery from September, induction arrangements are as follows:

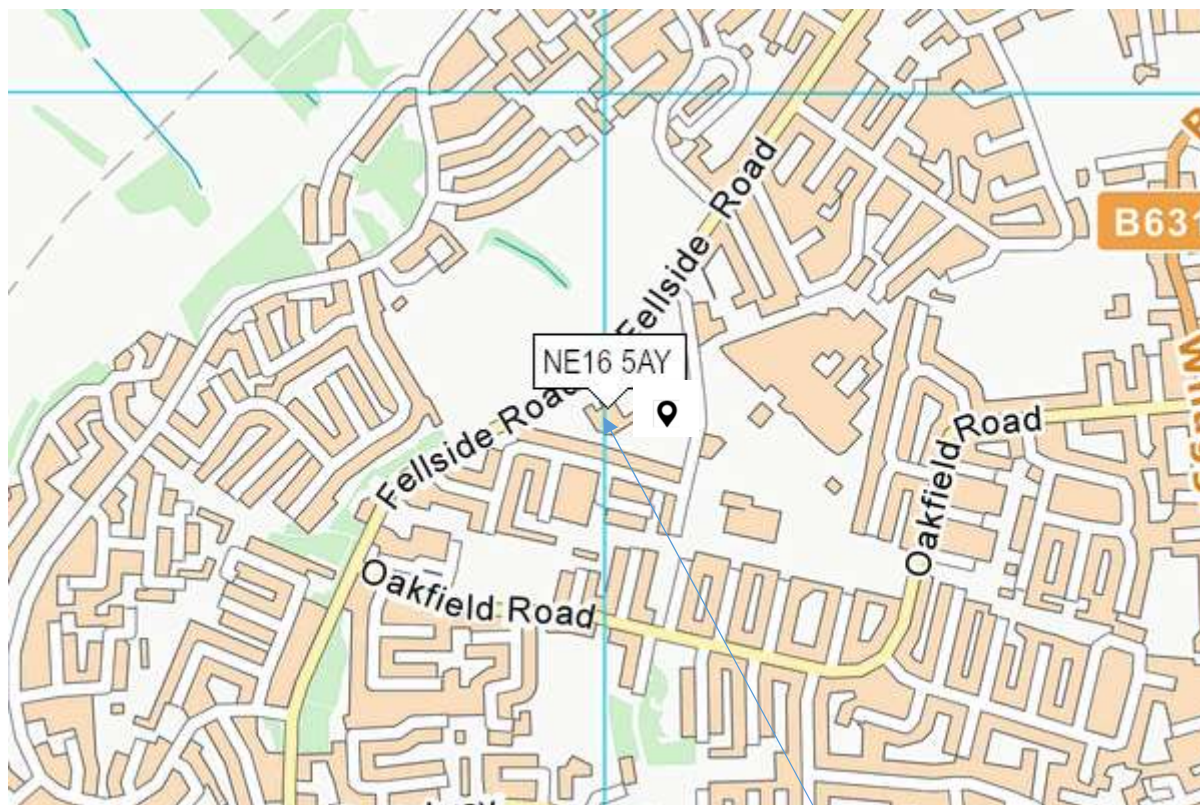
Week 1: Tuesday 5th September – Induction Week			
Red Group	Tuesday 5 th 8.30am to 12.30pm (lunch included)	Wednesday 6 th 8.30am to 12.30pm (lunch included)	Friday 8 th 8.30am to 3.30pm (lunch included)
Blue Group	Tuesday 5 th 8.30am to 3.30pm (lunch included)	Wednesday 6 th 8.30am to 12.30pm (lunch included)	
Green Group	Thursday 7 th 8.30am to 12.30pm (lunch included)	Friday 8 th 8.30am to 3.30pm (lunch included)	
Yellow Group	Tuesday 6 th September 8.30am to 11.30am	Thursday 7 th September 8.30am to 11.30am	

From week 2 (wc Monday 11th September) all children will be in nursery and accessing their full time (or equivalent) provision.

Lunch Payments

In order to assist with office administration and to reduce the amount of cash and cheques on the premises, we have introduced an online payment system for parents called Schoolcomms. Parents will be issued information to set this up in September.

We look forward to meeting you at the induction evening on 22nd June at 6pm where we can address any concerns or questions you may have.



CONTACT INFORMATION:



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