

Madeley Nursery School



A place to create and celebrate a community of learning

Bridle Road, Madeley, Telford. TF7 5ET
Telephone 01952 388210
E-Mail madeley.nursery@taw.org.uk
Website <http://madeleynurseryschool.co.uk>

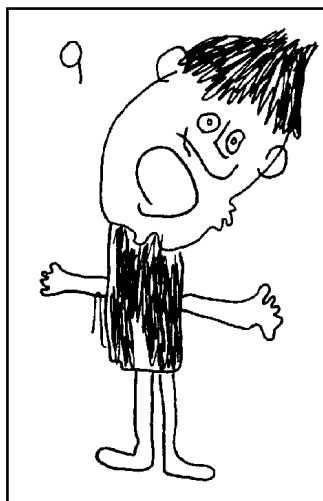


Nursery Staff

	Louise Lowings Head Teacher DSL		Helen Torr Deputy Head Teacher DSL
	Paula England Administrator		Sara Lyon Assistant Administrator
	Susie Thomas Early Years Practitioner		Trina Brophy Early Years Practitioner
	Sue Burton Early Years Practitioner		Rachel Hunter Early Years Practitioner
			Julie Jordan Nursery Nurse
	Mo Bowers SEND/ Inclusive Support Assistant		Helen Lawrence SEND Support Assistant
	Debbie Fisher Cleaner in charge		Ollie Lohan Caretaker

**A warm welcome from everyone at
Madeley Nursery**

Nursery Governors



Paula Clifford
Gemma Drury
Jeanette Battye
Clare Jones
Anjum Masood- King
Jeremy Withers
Emma Dickenson
Ian Lakin
Jeremy Lowe
Helen Torr
Louise Lowings
Caroline Babb
Julia Fellows
Deborah Shaldon
Tanveer Mohamed

LA (Chair)
Elected Parent Governor
Elected Parent Governor
Elected Parent Governor
Elected Parent Governor
Elected Parent Governor
Co-opted Governor
Co-opted Governor
Co-opted Governor
Staff Governor
Head Teacher Governor
Associate Governor
Associate Governor
Associate Governor
Associate Governor

Designated Safeguarding Leads

If you have any concerns with reference to safeguarding/ child protection please contact immediately:-



Louise Lowings
Head Teacher



Helen Torr
Deputy Head Teacher

**Please call us on
01952 388210**

If the above officers are unavailable please contact:-

FamilyConnect

01952 385385

Our views of how young children learn and develop

We believe that:

- ❖ young children are powerful learners;
- ❖ all children have potential

We believe children learn better:

- ❖ by actively involving themselves in an experience;
- ❖ when working as part of a group;
- ❖ in an environment of warm trusting relationships;
- ❖ indoors, outside, at home, in Nursery and out in the world
- ❖ when they can respond creatively
- ❖ when they are motivated
- ❖ when they work with others
- ❖ with knowledgeable, supportive adults who listen and respond
- ❖ when adults and children reflect on previous learning, develop ideas and plan next steps
- ❖ in an environment rich with possibilities to develop and express ideas
- ❖ when there are good partnerships between home and Nursery
- ❖ when children feel that their interests and ideas are valued and they are able to value the contribution of others
- ❖ when they can return to experiences
- ❖ when they can encounter new experiences



What are the aims of the Nursery?

Our aim is to create and celebrate a community of learning where there are endless possibilities to discover together through curiosity, creativity and play.

- ❖ Providing a secure and stimulating place in which children and adults can learn together with confidence and enjoyment.
- ❖ Enabling children and adults to engage deeply with learning enabling them to reach their full potential.
- ❖ Offering opportunities for children to learn as individuals and as part of a group at a pace appropriate to their development.



Learning outside every day

- ❖ Fostering creativity and curiosity, and offer opportunities which will help children develop understanding about the world in which they live.
- ❖ Encouraging children to express their thoughts, feelings and ideas in a variety of ways.
- ❖ Promoting children's well-being and encourage children to have a positive self-image.
- ❖ Developing children's understanding of the needs and views of others.
- ❖ Valuing honesty, fairness and justice.

At Nursery we aim to give your child a broad educational experience which celebrates the richness and diversity of the society in which we live.

We are opposed to racism or racist behaviour and will challenge instances of this should they occur.

We believe that girls and boys have an equal right to develop the skills they will need in order to live a full and happy life.

We believe that a person's worth as a member of society is not related to social class, physical or intellectual ability and promote this view in our work with children and families.

All children are encouraged to take a measure of responsibility for their own learning.

When working in groups' children develop confidence to offer their ideas and skills in listening and negotiating with others.

As adults we respect their work and value the knowledge and ideas they bring to activities.

We recognise that all children have individual needs and should be offered access to the full range of curricular experiences.

We ensure that the curriculum is adapted to match the individual needs of each child.

We encourage children to share their ideas, make choices, solve problems and understand how their actions affect others.

We work with other nursery schools across the UK and abroad to develop our approach to learning and teaching; we are inspired by the work of the Reggio Emilia preschools in Northern Italy.



<http://www.reggiochildren.it/?lang=en>

<http://www.reggioemilia.se/>



What will the sessions be like?

Within Nursery the children are organised into groups for register

Time		Activity
8.30	12.45	Settling in time. Looking around Nursery and trying the activities.
8.50	1.05	Register and planning time
9.15	1.30	Children begin to work at planned activities, inside or outside.
10.00	2.00	Drink and snacks are made available in the café
10.50	3.05	Group time. Activities, songs, games and stories.
11.15	3.30	Doors open for parents and carers. Children look at books and choosing one to take home if they wish
11.30	3.45	End of session

The first twenty minutes of each session is an opportunity for an information exchange between nursery staff, parents and carers and for parents, carers and children to have a look around and see some of the activities that are out in Nursery that day. It is also an opportunity to share some of the work that children have been doing. **Please make sure that you find your child's key worker** to let them know that you have arrived

On arrival children can hang their coats on the pegs provided in the lobby area. A member of the Nursery team is always present on the door at the beginning and end of each session. They are there to provide an element of security at the entrance, however we ask that parents and carers contribute to keeping children secure by being mindful of younger children who may be in nursery.

The children then meet in their group space for register. Following registration, children will go in their groups to join in a particular activity with an adult.



Writing the day at register time

Following planning the whole of the Nursery is available (both in and outdoors) for the children to carry out their work. There are opportunities to:-

- ❖ work in a group
- ❖ work on their own
- ❖ work with an adult
- ❖ work with a range of activities which are related to their specific needs or the current project inquiry

During this time drinks and a snack are available. Your child will be offered a choice of milk or water and a range of fruit, vegetables or a cereal based snack. We sometimes share food together to celebrate festivals or special occasions such as birthdays. We would encourage families who wish to send in birthday treats to send in fruit to share at snack time. Children must always wash and dry their hands before having refreshments.



Writing outside

The children are informed towards the end of this part of the session that Group time will be next and that it is time to clear up indoors and outside. The children are expected to do this with the support of adults. For Group time the children go into smaller groups as appropriate to have the opportunity to:

- ❖ talk about and share and reflect
- ❖ reflect on some of the work they have done in their session
- ❖ take part in activities, songs and games
- ❖ listen to stories
- ❖ share experiences
- ❖ develop ideas relating to the current Nursery focus

The final part of the session provides an opportunity for parents, carers, children and staff to share and talk about what they have been doing before going home and for children, parents and carers to choose a book to take home. Each child has an index card (located in the Piazza) to make a note of books that have been borrowed and returned. We would encourage your child to borrow books on a regular basis.

What are the rules in Nursery?

The rules we have in Nursery are based on health, safety and consideration for others. They are rules for adults and children.

- ❖ Walking inside Nursery
- ❖ Use a quiet voice inside Nursery
- ❖ Look where you are going
- ❖ Treat each other as you would like to be treated; with kindness, politeness and consideration and without physical or emotional hurt
- ❖ Take turns
- ❖ Respect the work of others
- ❖ Respect the environment
- ❖ Wear appropriate clothing; waterproofs and wellies outside and aprons for work in the studio
- ❖ Listen to each other

We promote and acknowledge positive behaviour. When we ask the children not to do something we explain why the behaviour is not acceptable. We try to be consistent and calm so that the children soon become aware of the rules for themselves and begin to learn self-discipline. We are always available to discuss any aspects of children's behaviour with parents and carers. Behaviour expectations are adapted to children's age and level of development.

We aim to enable children to:

- ❖ show respect for themselves and others
- ❖ show appreciation for others and what they do for us
- ❖ feel and show remorse when they have hurt someone
- ❖ make amends in a way appropriate to their stage of development
- ❖ make successful relationships with other children
- ❖ be able to listen, negotiate, take turns and share
- ❖ show respect for the environment



Our behaviour expectations apply to adults too. There is now a complete ban on parents, carers and visitors using **mobile phones and cameras in nursery. If you need to take a call or send / receive a text message you must go into the entrance lobby or one of the staff offices. If you want a picture taken of your child ask a member of staff, we use cameras to record children's learning and can help you record the memories you want.**

Thank you for your support in helping us to keep Madeley Nursery a happy, safe and friendly place to be.

How does the Nursery ensure that we deliver the requirements of the Early Years Foundation Stage framework?

The word 'curriculum' is used to describe all the learning experiences that children have at Nursery.

These experiences are consistent with the Early Years Foundation Stage framework

<http://www.education.gov.uk/schools/teachingandlearning/curriculum/a0068102/early-years-foundation-stage-eyfs> which children will follow in Nursery through to the end of their reception year in primary school.



As a staff we plan the curriculum to ensure that different areas of learning and experience are represented in the play and learning activities we provide.



The areas of development within the Early Years Foundation Stage are:

Personal and social development

Communication and language

Physical development

Literacy

Mathematics

Understanding the world

Expressive arts and design

We develop our provision to promote:

- ❖ playing and exploring - children investigate and experience things, and 'have a go';
- ❖ active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and
- ❖ creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

When young children are engaged in an activity their thinking will continually cross over all curricular boundaries. Young children will make reference back to their own experiences. In doing so they will often take the essence of the new learning and place it within a more meaningful personal context. They will often return to a favourite topic or activity with increased confidence and expertise.

How does the Nursery plan for children's learning?



The Nursery provides a carefully planned experience for children that builds on their interests and ideas and which introduces them to a range of new possibilities. The planning of the curriculum seeks to achieve an appropriate balance between what is pre-planned and what captures the children's interest as the work develops. We make careful account of the children's responses to these ideas and explorations in staff journals on a daily basis, these are available to children, parents and staff. A working document outlining the focus of the current term is available for parents in Nursery.

This medium term plan is reviewed and adapted every two weeks using information gathered at the daily review meeting.

Using the camera

Staff are based in an area of Nursery

Inside:-

- 1 member of staff supports learning in the Studio area
- 1 member of staff supporting learning in the Piazza
- 1 member of staff supporting learning in the laboratory
- Key workers to supervise children in the café

Outside:- Two members of staff will work outside in the Nursery garden

All staff work directly with children; teaching, monitoring and supporting activities, developing learning documentation and observing children.



Finding out about skeletons

How does the Nursery keep records about children's learning?

We are committed to 'making learning visible'. We display children's learning which is in progress or to summarise projects. This is an essential part of Nursery practice which enables us to make learning go deeper. We encourage parents, carers and children to look at and contribute to this documentation.

What are 'profiles' and how are they kept?

Whilst your child is in Nursery we will keep a summary record of his/her development. This personal record of the progress they have made in each of the seven areas of learning from the curriculum is completed every term by your child's key person. In addition your child will have a digital file in which a portfolio of images will be built up reflecting their activities in Nursery. The record book or 'profile' is securely kept and you are welcome to look at your child's profile at any time. Please feel free to ask a member of staff if you would like to see it.

By ensuring contributions from parents, children and staff we would hope the profile represents a developing picture of your child's achievements and capabilities.

Children are divided into four key groups for registration.

Rachel AM	Trina AM	Helen AM	Susie AM
Susie PM	Sue PM	Helen PM	Mo PM

Key workers have responsibility to collect observations of children in their key group and record their achievements.

This profile record follows your child to school where it may be used during their reception year. The photographs and videos are put on a CD for you to take home for family use and may with your permission be shared by other professionals.

We have regular parent meetings where key workers share profiles with you and plan next steps in your child's learning and even if you are unable to come to Nursery we will endeavour to find a way of sharing the information with you.

Celebration Books

A Celebration Book is about your child.

This book will celebrate the things that are special and unique about your child and their family. It is a place to hold memories of your child's experiences and interests in nursery and from home. It contains photographs, pictures and words that show how your child spends time at nursery. It can also contain pictures, photographs, souvenirs and words about your child's life outside the nursery. It can be anything that is personal to your child.

It supports learning in many ways.

Each child is very proud of their book and we encourage them to take them to and from home and nursery regularly to share with their friends and family.

Children keep them at home when they leave nursery.

How can parents and carers help?

You are an essential part of the nursery team.



Raising butterflies from caterpillars

We value the varied contributions and support that parents and carers bring to the Nursery. When your child comes to Nursery they already have learned a great deal from you and in Nursery we recognise the fact that you are your child's first teachers. You are welcome to be in Nursery at any time during your child's session either as an observer or an active participant. We can always use any skills or talents that you choose to share with us and extra hands, eyes and ears are always welcome.

Settling in

By the time your child starts Nursery you will have already had the opportunity of a home visit or a visit to Nursery and of attending a pre-nursery session. This will have gone some way to helping your child feel comfortable with the staff and secure within the building but will not automatically mean that they will be confident to be left during the first day, week or even longer. Obviously the time it takes individual children to settle and parents' other commitments vary greatly so the leaving is organised on an individual basis to suit you and your child's needs.

Circumstances vary and if you are able to be flexible and respond to your child's individual needs on a day to day basis this will go a long way to alleviating pressure on you both.

Being as relaxed as possible about the time you spend settling your child into Nursery will certainly pay off in the long run. When you feel the time is right for you to leave it is important that you tell your child you are going. If you feel your child may need some support please tell a member of staff that you are going before you tell your child. That member of Staff can then be there with your child as you go. It is often the long drawn out separations that are the most unsettling for both adult and child. You are very welcome to be in Nursery for as long as it takes for your child to settle.

Keeping children safe

Whilst at Nursery the children's safety is of paramount importance. We meet the school's legal requirements to adopt practices that conform to health and safety regulations.

As part of this concern for safety we ask you to inform the member of staff supervising the door on arrival if you wish to have someone else collect your child; sometimes arrangements change at the last minute, you must call Nursery by telephone to let us know of the arrangements for collecting your child from Nursery. Any changes to arrangements will be noted, by this member of staff, in a daily record sheet.

We have a legal duty to safeguard children and promote their wellbeing. In line with local authority guidance we:

- ❖ adopt safe recruitment practices
- ❖ have an identified child protection governor and member of staff (Head and Deputy Head teacher)
- ❖ keep records of concerns raised by parents, carers or members of staff. These are confidential and held securely, we would always inform parents/carers of these records and ask for a countersignature unless sharing them would put a child at risk of harm. We would only share these records with other agencies involved with safeguarding children dependent on individual circumstances, parents/carers would be involved in this decision unless it put a child at additional risk.



Our behaviour expectations apply to adults too. There is now a complete ban on parents, carers and visitors using **mobile phones and cameras in nursery. If you need to take a call or send / receive a text message you must go into the entrance lobby or one of the staff offices. If you want a picture taken of your child ask a member of staff, we use cameras to record children's learning and can help you record the memories you want.**

Thank you for your support in helping us to keep Madeley Nursery a happy, safe and friendly place to be.

Please note that there is a no smoking policy within the school building as well as on the school grounds. Anyone intoxicated with alcohol or drugs will be asked to leave the nursery premises immediately.

Absences

There may be days when your child is not able to attend Nursery for various reasons. Please inform us when you know your child will be not be coming, usually on the first day of absence. If we do not hear from you regarding your child's absence we will contact you after three days as a matter of courtesy. If the absence is due to illness it is important to ensure that they are fully recovered before returning to Nursery. This will mean that your child will be able to make the most of their time in Nursery as well as preventing the spread of infections. In the instance of sickness and diarrhoea at least 48 hours should have elapsed since the last upset before returning to Nursery. For infectious diseases your doctor will indicate when they are fit to return. A copy of the Local Authority Guidelines about lengths of absence for various illnesses is available on request.

If your child becomes ill during a Nursery session then we will contact you immediately. If we are not able to contact you or the named emergency contact right away then we will continue trying to get in touch with you. In the meantime we will act in what we perceive to be the best interests of your child. It is vital that we have up-to-date records which include your contact number and an additional emergency contact number.

Minor bumps are inevitable during a Nursery session and there are two trained first aiders on the staff, and all staff have paediatric first aid training. The first aid boxes are clearly marked and regularly replenished. If your child has had a bump we will explain what happened and how, as far as we are able, to whomever collects them and ask them to countersign our accident record. We would also be grateful if you could inform us of any bumps your child has had at home or on the way to school so that we are aware that they haven't occurred without our knowledge in Nursery. As you would understand the staff have a professional duty to pursue and/or report any unexplained injury to the appropriate agency.

Clothing

Please send your child to Nursery in clothes that are easy to manage when going to the toilet and not special as some of the activities in Nursery are messy and aprons do not always keep clothes completely clean. Nursery sweatshirts are available and can be ordered from the office at £7 each. They are not compulsory. To avoid confusion jumpers, sweatshirts, coats, hats, shoes and wellies must be clearly marked with your child's name.

The children in Nursery have the opportunity to play outside all year round. This means that they need warm outdoor clothes in the winter, a hat, tops that cover shoulders and sun-cream in the late spring and summer. Sturdy footwear is required all year round as there are many opportunities for climbing in the Nursery garden.

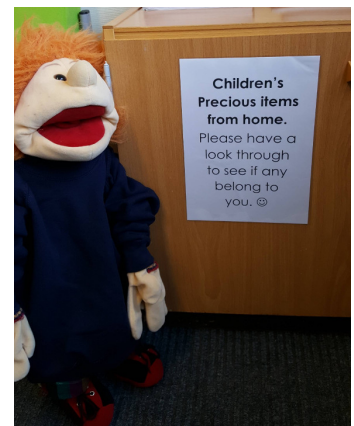
Book Borrowing

You and your child can borrow a book from Nursery. When borrowing a book write the title and the date on the card and tick when the book is returned. There is no limit for keeping the book but please return it before borrowing another.



Personal Possessions

If your child wishes to bring something to show us or to have in Nursery these are then kept safe in the office. Sometimes they are not collected and forgotten about and will then be kept in the cupboard in the lobby. Please take a look and check if your child has left anything in there. We cannot take responsibility for items that are lost in Nursery and we would be grateful if precious possessions were kept at home. Lost or left property is taken to the charity shop at the end of every half term.



School Fund

As you know there is no hourly charge for your child to attend Nursery therefore any donations made to the Nursery school fund to support your child and give them additional resources and activities is always appreciated. As a guide we request **£1 a week**, this helps towards the following:-

- ❖ buying healthy food for snacks
- ❖ buying presents for celebrating birthdays
- ❖ buying new books
- ❖ buying Christmas presents for the children
- ❖ buying fresh flowers, bulbs and plants
- ❖ buying ingredients for cooking
- ❖ hiring visitors to the school to enrich the curriculum

Accounts of the school fund are carefully kept and are available for inspection on request.

An additional charge of a **£1** is required to cover the cost of your child's DVD(s) of photographs and Videos when they leave. Also a charge may be made when a request for Nursery Documents involves photocopying. The amount will depend on the number of copies made but will usually be **£1** a document.

For further information on charging policy please go to the Nursery website.



Encouraging Children to be Healthy

It is never too early to start healthy living. We offer children a range of healthy snacks and encourage them to take part in physical activities.

You can help us too. We ask that you do not give your children sweets when collecting them from school. Bringing a piece of fruit or alternative healthy snack is fantastic.

Also we love to share birthday celebrations. If you want to bring a treat in to share please choose fruit or a similar healthy treat. If you are unsure about what to do talk to a member of the nursery team for advice. **Please note children can no longer bring sweets to give to friends at nursery for birthday or other festivities.**

We would also encourage you to walk or cycle to nursery. This not only encourages your child to take exercise but also makes the roads around nursery safer by reducing traffic.

If you do use a car to bring or collect your child please drive carefully and consider our vulnerable neighbours. It is illegal to park on the pavement or to obstruct access to property or dropped pavements where mobility scooters and wheelchair users cross the road. The local police are very vigilant in this matter. Also you must not park in the private road opposite the nursery.

Staff are available at the beginning and end of each session for a chat, to answer any questions or queries and exchange information. Please always ask about anything that seems to be unclear to you or you are uncomfortable about. If you are not happy about anything or you think it cannot be resolved by talking to a member of staff then please see the Head teacher. If you wish to make a formal complaint then you are advised by the Local Education Authority to see the Head teacher or Chair of Governors first. A copy of the Nursery's complaints policy and the Local Education Authority's complaints procedure is kept in the office and is available to you on the school website.

Copies of Nursery's policies are available on request. They include:

- ❖ Admissions
- ❖ Behaviour and discipline
- ❖ Equalities and diversity
- ❖ SEN
- ❖ Key person
- ❖ Partnership with parents / carers
- ❖ Learning and teaching
- ❖ Health and safety
- ❖ Food and drinks
- ❖ Making learning visible- Learning documentation
- ❖ Severn areas of learning
- ❖ Safeguarding and child protection



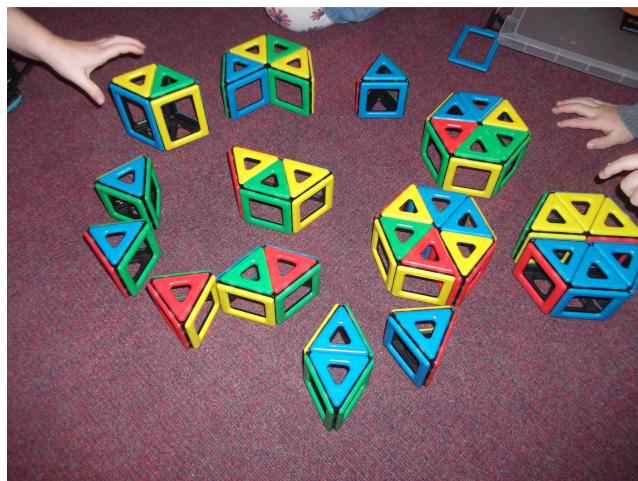
It is your right as parents to contact Ofsted directly at anytime:

Ofsted National Business Unit
Royal Exchange Building
St Anne's Square
Manchester M2 7LA

Helpline: 0300 123 1231
Website: www.ofsted.gov.uk/parents

Parents and carers can help every day. Remember to:

- ❖ bring your child to nursery on a regular basis
- ❖ show your child that you are interested in their learning
- ❖ share experiences about your child with your child's key worker
- ❖ dress your child suitably for messy, active play, the weather
- ❖ inform nursery of any changes to home circumstances – particularly contact telephone numbers
- ❖ borrow books from nursery and have lots of fun sharing them at home
- ❖ try to make a regular donation to nursery fund
- ❖ support nursery routines and behaviour expectations
- ❖ share any thoughts, concerns or queries with us
- ❖ if you use a car, park with consideration to our local community



We are looking forward to working together with you to ensure that your child has a fantastic experience at Nursery.

If you have any queries regarding information in this document or at any other time please talk with us. We want to make this a genuine partnership.

A schedule of the Nursery School holidays is available on our website under "Info for Parents."

This document relates to the school year beginning September 2018 and whilst every effort has been made to ensure the accuracy of information, there may be changes that occur during the year. Current information is always available in the Nursery.