

Welcome to St. Anne's C.E. Primary School and Nursery



Nursery Brochure

2023 / 2024

'You are the light of the world'



Contact Us

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STAFF

Mrs Joanne Harvey
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Mrs Samantha Strand
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Head Teacher and Designated Safeguard Lead
Deputy Head Teacher and Designated Safeguard Lead
Early Years Phase Leader and Nursery Teacher
SEND Coordinator



THE CHURCH
OF ENGLAND
DIOCESE OF
WORCESTER



Wyre Forest and Hagley Project

Welcome



Dear Nursery Parents, Carers and Children,

Welcome to St Anne's CE Primary School and Nursery!

I am delighted that we are able to welcome your nursery aged children into the life of the St Anne's community; we are eager to get to know your family and start working with you on your child's educational journey.

The staff at St Anne's are all caring, experienced and passionate about helping every child to reach their full potential as they move through school. Each child is treasured and recognised as an individual whose skills and talents are nurtured. Our school mission, '*You are the light of the world*', is central to our philosophy and runs through the heart of everything we do at school. We aim to provide our children with an environment that is caring, stimulating and academically challenging for them; where each child is viewed as a special person who has skills to be developed, curiosity to be encouraged, difficulties to be overcome and goals to be achieved – so that when they leave St Anne's they can shine like a beacon in the world.

At St Anne's Nursery, we are committed to providing a child-centered approach to learning. We encourage the children to follow their own interests through play and use natural materials in many different forms, to encourage a child's imaginative and problem-solving skills.

We see the benefits of learning outside and view nature as central to a child's well-being and development. We have wonderful school grounds, including a small orchard and forest area, for children to discover. Children will be encouraged to explore with their senses, grow fruit and vegetables, develop their physical abilities and be part of the changing seasons all around them. Expect them to come home muddy!

At St Anne's we work hard to ensure that your child will develop a love of learning and be able to approach a wide range of situations, both in and out of school, with self-confidence.

I am delighted that you are now part of our wonderful school family.

Joanne Harvey
Headteacher

ADMISSIONS POLICY

We are happy to receive Nursery registration forms at any time during the school year. Forms are available by e-mail (nursery@stannesprimary.worcs.sch.uk) or from the school office. Once we have received your registration form you will be contacted by a member of the Nursery team to discuss your particular circumstances and invite you to come and look round the nursery. Your child's name will then be put on the waiting list and we will let you know as soon as a place is available.

Admission Criteria: Places will be offered from the waiting list in order of priority:

Please tick the box/boxes below to show which admission category you believe your child comes under.

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| 1. | 'Looked after' and previously 'Looked after' children, or other children deemed 'vulnerable' by the school. *Looked after means fostered through local authority care, SGO etc | |
| 2. | Children, from the term after they are 3 years old, who live in catchment and will have siblings at school when they start in Reception. | |
| 3. | Children, from the term after they are 3 years old, who live in catchment. | |
| 4. | Children, from the term after they are 3 years old, who live outside the catchment and will have siblings at school when they start in Reception. | |
| 5. | Children, from the term after they are 2 years old, who are eligible for 2 year old funding, who live in catchment and will have siblings at school when they start in Reception. | |
| 6. | Children, from the term after they are 2 years old, who live in catchment and will have siblings at school when they start in Reception. | |
| 7. | Children, from the term after they are 2 years old, who are eligible for 2 year old funding, who live in catchment. | |
| 8. | Children, from the term after they are 2 years old, who live in catchment. | |
| 9. | Children, from the term after they are 2 years old, who are eligible for 2 year old funding, who live outside the catchment and will have siblings at school when they start in Reception. | |
| 10. | Children, from the term after they are 2 years old, who live outside the catchment and will have siblings at school when they start in Reception. | |
| 11. | Children, from the term after they are 3 years old, who live outside the catchment | |
| 12. | Children, from the term after they are 2 years old, who are eligible for 2 year old funding, who live outside the catchment. | |
| 13. | Children, from the term after they are 2 years old, who live outside the catchment. | |

Definitions

*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangement order or special guardianship order.

**The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

After you have visited the nursery, and confirmed that you would like a place, you will then be contacted in the term before your child is due to start nursery, to confirm that there is a place for them, and to ask which sessions you would prefer your child to attend.

Although we cannot guarantee that those sessions will be available, we always do our best to accommodate parents' preferences.

St Anne's Nursery offers funded and paid sessions 9am to 12pm and 12pm to 3pm. In addition to these sessions, paid wraparound sessions are offered 8am to 9am and 3pm to 4.30pm which can be booked in 30 minutes segments according to need. When considering which sessions you would prefer, we recommend two, three hour sessions, spread over two days rather than an attendance pattern of a single day or single session. We believe that in order to build and develop strong relationships, a single session/day attendance is not sufficient.

We will then write to you confirming the session plan and asking for more information about your child. Once we've read this, we may phone you to ask for further details to make sure that we have the appropriate support in place before your child starts nursery. We will also ask you to complete the Local Authority funding form (if appropriate), as well as a permission form for Tapestry, our online Learning Journey system.

INDUCTION POLICY

To make sure that your child has a successful start to their time with us, we offer two one hour settling in sessions in your child's first week. Parents/carers are invited to come along to these shorter sessions.

Many children are able to attend their full sessions from the second week. However, if you and your child would prefer to take things a little more slowly, the length and number of sessions can be adjusted depending on how well your child is settling into Nursery life. We try to accommodate each child's needs and, on occasion, may suggest a slower settling in period ourselves. If you are paying for a place, please be aware that we will charge from week two onwards for sessions booked even if further settling in sessions are required. This is due to staffing put in place to meet required ratios.

NURSERY SESSIONS & FUNDING

The Nursery can accommodate 34 children at one time (26 children from the term after they are three, and 8 children from the term after they are two).

From the term after a child's 3rd birthday

All children are entitled to 15 hours of universal funding per week from the term after their third birthday. Some children will be eligible for an additional 15 hours per week to make a total of up to 30 hours. Further information about eligibility for 30 hours of funding is available on a separate sheet with this brochure.

If your child is not eligible for 30 hours, but you would like additional sessions above your 15 hours of universal funding, parents are able to book additional sessions at £14.10 per session. Parents can choose whole days, half days, or a mixture of both, depending on availability.

From the term after a child's 2nd birthday

Some children are eligible for 2year-old funding from the term after they are two. To find out if you are eligible, please go to www.worcestershire.gov.uk/freechildcare to check. If you are not eligible for 2year-old funding, sessions are available at a cost. Parents are able to book additional sessions at £16.80 per session.

Nursery funded sessions are 9.00am – 12 midday and 12 midday – 3.00pm.

When are funded sessions available in Nursery?

Funded sessions are available as follows, 5 days a week, term time only, 38 weeks per year:

| Session time | Session length | Term after 2 nd or 3 rd birthday | Term after 2 nd birthday | Term after 3 rd birthday |
|------------------|----------------|--|-------------------------------------|-------------------------------------|
| 9.00am – 12 noon | 3 hours | Free if funded | or £16.80 non funded | or £14.10 non funded |
| 12.00 – 3.00pm | 3 hours | Free if funded | or £16.80 non funded | or £14.10 non funded |

Parents are welcome to apply for any combination of these sessions, up to a total of either 15 or 30 hours, depending on your funding eligibility. We are not able to split the 3 hour sessions into shorter time blocks. We will do our best to accommodate parent preferences, but this depends on availability.

Sessions must be booked a term at a time. Any changes to booked sessions must be requested by half term of the previous term. After this time, changes to booked sessions will not be possible.

Parents and carers using the 15 hours are welcome to request sessions in addition to their funded hours at a cost of £16.80 per 3 hour session for children from the term after their 2nd birthday and £14.10 per three hour session for children from the term after their 3rd birthday. Additional sessions will be allocated on a termly basis if we have the availability.

If a child attends more than one nursery or setting, their funding hours will be split between two of those settings. This means that parents may receive an additional invoice from the settings if there is a shortfall between the funding received by the settings, at the amount they usually charge per session.

We ask parents on a yearly basis to complete a funding form to confirm the hours they attend at St Anne's Nursery and any other setting. This funding is then confirmed to the Local Authority in the third week of each term. If you choose to move your child to another setting after the hours have been confirmed, then you are likely to lose the funding until the beginning of the next term.

The nursery funding we receive from the government does not cover all costs and activities in Nursery. We therefore have an additional contribution of 20p per session. This contribution enables us to provide a wide range of opportunities and experiences which enable us to develop children's knowledge and skills. This includes snack, messy play, craft activities, gardening, cooking and outdoor kit. Our regular Tapestry Posts show many examples of how this contribution is spent. Please ask a member of the team if you would like to find out more.

| Example: | Autumn Full Time | Spring Full Time | Summer Full Time |
|-------------------------------------|-------------------------|-------------------------|-------------------------|
| Full Time 30 Hours | £30 | £20 | £28 |
| Part Time 15 Hours | £15 | £10 | £14 |
| 2 sessions | £6.00 | £4.00 | £5.00 |

All invoices are raised a month in advance, i.e. September will be invoiced in August. Any changes made during the term will be billed separately.

WRAP-AROUND CARE IS AVAILABLE AT AN ADDITIONAL COST

We offer wrap-around care sessions at an additional cost. Sessions run from 8am to 9am and 3pm until 4.30pm.

Costs are as follows:

| Times | Duration | Costs |
|--|-------------------|--------------|
| 8.00 – 9.00am | 1 hour | £5.50 |
| 8.30 - 9.00am | 30 mins | £2.75 |
| 3.00 – 4.00pm | 1 hour | £5.50 |
| 4.00 – 4.30pm | 1 hour 30 minutes | £8.25 |
| Late fees after 4.30pm will be applied | | |

Wrap-around care is booked separately from funded hours. To book your child for wraparound you must register with the on-line booking system 'Childcare Bookings for Schools'. The online booking system deals with all the bookings, payments, customer support and other associated administration. Please contact the School office if you would like more details.

Late fees

If you are late picking your child up from their booked session, a late fee will be applied to the cost of your session.

Snacks - A snack will be offered at 8.15am and 3.45pm

NURSERY STRUCTURE AND STAFFING

On a day to day basis the children in Nursery are taught by Mrs Samantha Strand. Mrs Strand is an experienced teacher who will be supported by EYFS qualified teaching assistants. Mrs Samantha Strand is also the Early Years Co-Ordinator. She works closely with the Reception teacher to ensure a consistent approach to ethos, planning, assessment and SEND across Nursery and Reception.

COMMUNICATION

Members of staff are always available for a quick word when you bring your child to nursery in the morning, at lunchtime, or at the end of the day. Sometimes you might need a more in-depth discussion so please just let us know and we will arrange to see you as soon as possible at a mutually convenient time.

Dojo is our communication tool which you can use to send messages to the Nursery team or school office. You will also receive messages from the Nursery team and other key information such as whole school newsletters through Dojo.

We are not able to answer the phone during sessions as all members of staff will be working with the children, therefore please phone the main school number 01299 402013 and they will pass the message on and we will call back as soon as we can. Alternatively, you can e-mail nursery@stannesprimary.worcs.sch.uk

Tapestry- Online Learning Journey

Nursery uses Tapestry to communicate your child's nursery experiences and learning. Once you have completed the appropriate paperwork, an account will be set up for you and your child. You will be e-mailed a link through which to set up your password and pin number. You can use Tapestry on a laptop or desktop. There's also an app for phones and tablets.

Through Tapestry, you will see regular photographs of your child and a post to share their learning experiences. We hope that you will upload photographs and comments to keep us up-to-date with your child's experiences and achievements at home. We love to see photographs of days out, family occasions, Lego creations, birthday cakes, pets and anything else that is important to your child. If you have problems accessing your child's tapestry account at any point in the year, please let us know as soon as you can so that we can sort it out.

CHILD SAFETY

For the safety of your child, Nursery staff need to know who will collect your child. We must be informed if you arrange for someone else to collect him/her. If unforeseen circumstances arise during the day, please telephone the nursery number (01299 402013). Telephone calls from relatives or friends that we do not know will be treated with caution and, unless we are satisfied, we will not release your child until we have spoken to you personally. Sometimes families have a number of "collectors" and they give us photographs, which is very helpful and useful in the unusual event of both our Nursery staff being absent. You may also wish to set up a password system with us.

For safety and security reasons, please queue on the path leading up to the nursery door. Please make sure that your children are safe at all times as this area can be very busy with cars and other parents coming and going.

PARKING

There is no parking available in the school carpark at any time. Please park on the road, avoiding the yellow zig zag lines, or in side streets and walk with your child to nursery. We would ask you to park considerately and think of our neighbours. The only parking available in the school carpark is for blue badge holders. If you or your child is a blue badge holder, please let us know so that we can issue you with a school parking pass, before you start parking at school.

ENTRY TO NURSERY

All pick-ups and drop-offs take place at the main nursery entrance.

At the beginning of sessions, children enter through the main front door. Children are welcomed by familiar adults who will support your child coming into the setting, helping them to follow the morning routine. An adult will be available to support your child if they find the transition difficult. At the end of each session, children will leave by the main front door. Please wait outside the nursery while we bring your child out to you.

A TYPICAL NURSERY SESSION

On arrival, the children are welcomed at the door by a familiar adult and supported to put their named water bottle in the water tray and lunch bag on trolley. They will then hang their named coat and bag on their peg.

Children are asked to bring a bottle of plain, still water into Nursery daily, in order to have access to a drink at all times. As bottles can be taken around the classroom and drunk from throughout the day, we do specify plain water only in bottles, and not squash, to avoid tooth decay and any unnecessary spills.

After this your child will self-register at the registration table. Your child will then select an activity and can choose between taking part in the activities which have been put out or selecting their own games and resources from the drawer units.

Please do arrive promptly at 9am as once children have settled in, they will meet for a group learning session, which generally lasts for up to 10 minutes. Sessions may include music, a story, songs, poems and rhymes, games or news. It may be a time to introduce a new topic, skill or mathematical concept.

Children, who attend afternoons only, will be given the opportunity to take part in a group learning session in the afternoon to replace the morning's session they will have missed.

After the group learning session, children are offered a drink and a snack. During snack, children develop their social skills, learning how to interact to express their choices politely and develop their conversation skills with their nursery friends. It is a time when children are given the opportunity to try new foods. We have found that the children benefit from a variety of choice and try things when amongst friends that they may not be willing to eat at home!

After snack, children are encouraged to follow their own interests, independently moving around the nursery or outdoor area. The nursery teacher and teaching assistants support the children's play activities, guiding and introducing the children to new skills, based on their interests. All children are encouraged to tidy up after themselves which helps promote a sense of responsibility.

Outside play can be messy so Nursery provides waterproofs to ensure that children are always appropriately dressed. Children are shown how to put the waterproof clothing on through a routine, that over time, enables them to become independent. Children learn resilience at the beginning that whilst they can't do it to begin, with practice, they will and they do!

The children get opportunities to visit the school orchard, forest area and fields for learning experiences. The teacher will ensure all children know how to keep safe.

At the end of the morning session, the children come together for another group learning session, to talk about their learning that day, re-visit any ideas or introduce the next stage of learning. During this time, the children also focus on listening, paying attention, talking and conversations.

Children going home are encouraged to gain independence in collecting their own belongings, and put on their own coat. Children are given support if needed and shown strategies to help them to do it themselves.

Children attending the morning session only, will be brought out to the main nursery entrance to be collected by their parent or carer; whilst those remaining for the afternoon session will get ready for their lunch. Children attending an afternoon session only, will need to arrive promptly at 12.00 noon ready to join the other children for lunch.

The afternoon session follows a similar pattern to the morning with children taking part in a range of self-chosen activities supported and facilitated by the Nursery staff.

INDEPENDENT LEARNING

Children are encouraged to follow their own interests both inside and in the outside area. We have different areas to appeal to all children;

- a cosy reading area with a comfy sofa on which to cuddle up and share books
- a large block area with lots of small people, animals and vehicles to add to any structures
- a well-stocked creative area with paint, glue and other resources
- opportunities to make marks and leave messages
- places to count, compare and problem solve
- large scale construction area
- mud kitchen
- slope area
- forest, field and orchard area
- rest area

Each week, different resources are added to these areas to spark the children's imagination and change the way in which the area may be used.

We encourage the children to develop their self-confidence and to be able to make choices by clearly labelling all equipment and having most of it accessible to the children. This enables the children to find the materials they require without adult help and also to put it away, promoting a sense of belonging and independent active learning.

At St Anne's Nursery we aim to:

- create a "home-from-home" where children feel happy and safe, knowing that they are valued unconditionally
- share the school values of wisdom, hope, community and dignity and encourage respect for other peoples' beliefs and ideas so that all members of nursery shine out like lights into the world.
- help children develop their own identity, recognize their own personality, skills and talents, to support high levels of self-awareness and self-esteem.
- encourage children to develop a sense of responsibility towards each other and the environment around them.
- develop positive relationships between all adults and children
- lay the foundations of the child's future education through a rich, stimulating environment.
- prepare children for life and school by being Ready, Respectful and Safe!

THE NURSERY CURRICULUM AND PLANNING

We follow the Early Years Foundation Stage curriculum which gives a broad outline of the developmental stages a child may go through. Our planning is based, as far as possible, on the interests of the children and we continually observe the children at play to look for patterns or developing themes which we can then include in the follow day's or week's planning. We change the nursery environment when necessary to entice children to explore new area, or encourage deeper engagement with activities. Each child has the opportunity to work closely with members of staff in our carefully structured environment. The planning of activities is flexible and, as far as possible, reflects the abilities and interests of the children.

Every few weeks, we consider any new interests we have seen in nursery. We then introduce some initial ideas from a topic but then modify our planning each week depending on how the children respond.

Our planning and provision are designed to meet the needs of all children. Children may spend time in small groups with an adult to extend their current knowledge, introduce new concepts, or to practise a skill or concept which is not yet secure.

ASSESSMENT

Staff assess and make observations on a daily basis. By analysing and reviewing what we know about each child's development and learning, we can make informed decisions about each child's progress and plan the next steps to meet their development and learning needs. These "next steps" are shared with you either verbally or through an update your child's learning and development, sent on Tapestry, usually twice a year. During their final term before starting school, a written report is prepared for each child. When the child starts school, their records are transferred either to St Anne's Reception class, or to their new school.

SPECIAL EDUCATIONAL NEEDS

All children are continually observed and assessed and, if any concerns arise, they will be shared with parents in a sensitive manner. We work within the SEN Code of Practice and Local Education Authority guidelines. The Nursery staff have close links with Bewdley Medical Centre, Health Visitors and other professionals working within the Local Authority Learning and Behavioural Support Service. Please advise us if your child has contact with any health professionals.

BEHAVIOUR POLICY

BE READY

We follow the school behaviour policy at an appropriate level for the nursery children. We support the children to share, take turns, make friends and respect each other and the environment. They are actively encouraged to say “please” and “thank you” and, when it’s developmentally appropriate, to recognise if they have hurt someone, and think about how they can make that person feel better. We discourage physical aggression and will not allow the making or use of weapons. If a child displays difficult behaviour, we reason, explain and distract. We also talk to the parents straight away and not just if the behaviour persists. We welcome any information from parents that enables us to understand a change in behaviour, and we ask that you share any concerns that you may have about your child, should they arise.

BE RESPECTFUL

BE SAFE

Just like in school, we use a variety of rewards for good behaviour including targeted praise, thumbs up, messages home via Tapestry etc. By positively promoting good behaviour, valuing co-operation and demonstrating a caring attitude, we hope to ensure that children will develop as responsible members of society.

GENERAL INFORMATION

Sleeping or resting at nursery

Some children will need to have some quiet time at some point in the day. We have a quiet area, set up with cushions and soft toys. Children are welcome to cuddle up with a blanket for a sleep whenever they wish. If your child has a routine sleep every day, please let us know and we will try and follow that routine if at all possible.

What to Wear

Nursery can be a wonderfully messy place! We encourage the children to experience the world around them using all their senses and their whole body. Should you choose to, we have a nursery uniform that is available to purchase at the School Shop in Kidderminster. Please ensure that your child wears named clothes that you are happy for them to get paint, mud, glue etc. on during messy play. To encourage independence, please ensure that your child wears clothes that make dressing/undressing easy for them. Leggings are easier than tights, and tracksuit bottoms are easier than jeans with buttons, zips or belts. **Please do not send your child to nursery in lace up shoes unless they are able to undo and do them up independently.** Even those shoes which have a zip and laces can be difficult for children to manage independently as the laces frequently come undone. Could we also ask that you don’t send your child to nursery wearing dungarees or a belt as they are unlikely to be able to get them undone in time when they need the toilet!

The children will be encouraged to wear aprons for sticking, painting or water play, however some spillage is inevitable.

Spare Clothes

Please keep several changes of clothes in your child’s bag in case of any accidents, i.e. wet pants, getting wet in sinks, water & mud play and puddles, or sickness. We do ask for a pair of named wellingtons to be left in Nursery during term time as the children will spend time outside each day. We will provide waterproof trousers and jackets for each child whenever necessary to make it possible to go outside everyday no matter what the weather!

Jewellery

Children should not wear jewellery to Nursery because of the risk of injury to themselves and others. When ears are pierced, only one pair of stud earrings should be worn. Children should not come to nursery wearing nail varnish or ‘tattoos.

Bringing toys to nursery

We do not encourage children to bring their own toys to nursery as children frequently become upset if other children touch or play with these toys. If "home" toys are brought into nursery, they will be put into the child's bag to keep them safe. If your child regularly has a nap during the day and needs a particular toy to help them settle to sleep, please let Mrs Strand know and she will keep your child's toy safe until it is needed.

Dummies

If your child has a regular sleep time, and needs a dummy to help them settle, please give the dummy to Mrs Strand when you arrive at nursery and she will keep it safe until it is needed. Please do not leave any dummies in your child's bag.

We want to make sure that your child's arrival at nursery is as positive as possible. Please make sure that your child does not have a dummy in their mouth when they arrive, as removing it for you to take it home may cause them to become distressed. We work closely with and follow the guidance of the Speech and Language Service who recommend that dummies are not used during the day, unless the child is sleeping.

LUNCHES

Children who are in nursery all day, or for the afternoon session only are able to either bring a packed lunch, or have a hot school meal. We are very fortunate to have our own kitchen and school cook who prepares wonderful, fresh, nutritious meals. School lunches must be booked on ParentPay by midnight on the Sunday night of the week before they are to be taken. Meals cost **£2.20** each unless the child is eligible for Early Years Pupil Premium (Free School Meals). A three-week menu is on Parent Pay. All lunches are eaten in the Nursery area. If your child is absent from nursery, you will be refunded for that day's lunch.

Hot school lunches are not available for the first week of term, during settling-in visits.

We are a nut-free school, and so, purchase food that does not contain nuts. However, please ensure any allergies are made known to staff before your child starts Nursery. We also provide foods from different cultures that are relevant to the topic.

PARENT PAY

We will be setting all nursery children up on Parent Pay at the start of term, this is a website that we use where parents are provided with login in details to enable them to pay for wrap around care, lunches and school trips etc. You will receive a letter during the first couple of weeks of term, explaining how to set this up for you and your child.

ABSENCES

Please notify the Nursery if your child is going to arrive late or leave early. If they have been or are absent, please telephone or e-mail us to explain the reason. You can leave a message on 01299 402013. Keeping us informed about absence is necessary to ensure that your child's place remains open and is not taken by someone else, as Worcestershire County council requires regular attendance (illness excepted).

ILLNESS

It is very important that parents do not send children who are unwell into Nursery. We have no facilities for sick children so, if your child has been sick or had diarrhoea prior to coming to school or if you suspect that he/she is in any way unwell please keep him/her at home. School policy states that children must remain at home for **48 hours after the last bout of sickness or diarrhoea.**

If a child is unwell during the nursery day, we do our best to contact parents. Please ensure that your emergency contact details are kept up to date as delay can cause unnecessary distress to your child.

MEDICAL INFORMATION

1. Medical History - Parents are urged to inform the Nursery staff of any relevant medical or other history that could affect your child's progress at school. Any such information will be treated in the strictest confidence by all staff concerned.
2. Accidents and Injuries at nursery - Injuries are recorded in the Accident Book.

In the case of serious accidents, we will call an ambulance and get an urgent message to you.

For minor accidents, we may suggest that you take your child to your GP or Casualty Department. If a child has an accident during their session that involves a bumped head, a letter will be sent home with the child to inform parents. If your child is going to wrap around care we will phone you to let you know about the head bump.

We deal with bumps and scratches and inform you at home time.

WE TREAT ALL BODY FLUIDS AS HAZARDOUS to ensure the safety of everyone in the Nursery. Appropriate first aid clothing is used.

3. Accidents and Injuries at home - If your child has an injury which has happened at home, please let us know when you arrive at nursery. We will make a note of this so that we know the injury has not happened at nursery.

MEDICINES IN NURSERY

Please do not leave any medicines in your child's bag. If your child needs to have prescribed medication during their Nursery session, details must be filled in on a form provided by Nursery and the medication handed over to a member of nursery staff. In the event of a sudden high temperature at nursery, we will phone you to ask for your permission to give a single dose of liquid paracetamol, in order to begin to control your child's temperature while you come and collect them.

SUNCREAM AND HATS

In warmer weather, please send your child to Nursery with a named sunhat, and with suncream already applied. There are several longer lasting suncreams available which do not need to be re-applied during the day. If your child has an allergy or intolerance which means that they are not able to use one of the longer lasting suncreams, please provide us with a bottle of your preferred suncream, with your child's name written on it. **Please do not leave bottles of suncream in your child's bag.**

PERMISSION SLIPS

A parental permission slip covering offsite visits, medical treatment and use of photographs needs to be completed for each child before they start Nursery. This will be valid for the whole of your child's time at St Anne's Primary School Nursery. Please also complete the Intimate Care Consent Form to allow us to care for your child in case of toileting accidents.

PREPARING FOR NURSERY

Parents often ask what activities their children could be doing at home in preparation for starting at Nursery. We have put together a list of suggestions that would be helpful to your child both before they start at Nursery and while they are with us, if developmentally appropriate.

| From the term after a child is 2 | From the term after a child is 3 |
|--|--|
| <p>Independence skills</p> <ul style="list-style-type: none"> • Collect own coat when asked • Help to put clothes on after nappy changing or using the toilet • Begin to ask if they need help • Begin to separate from their special person, with support | <p>Independence skills</p> <ul style="list-style-type: none"> • Put on and take off their shoes, socks and coat • Go to the toilet independently, including wiping themselves and washing their hands • Use a knife and fork • Choose own activities |
| <p>Introduction to basic book skills:</p> <ul style="list-style-type: none"> • Begin to sit and listen when stories are read to them • Look at books with an adult, pointing to things which interest to them • Begin to join in with nursery rhymes, songs and actions • Begin to talk about a favourite book | <p>Introduction to basic book skills:</p> <ul style="list-style-type: none"> • Have experience of choosing and handling books • Tell stories by looking at the pictures • Hear stories read by an adult or older sibling • Have opportunities to talk about things they have been doing and books they have read or looked at recently. |
| <p>Also:</p> <ul style="list-style-type: none"> • Play with water, pouring and filling containers • Build a tower, knock it down and then re-build it • Sit on a chair to eat snacks and lunch • Use fingers and hands to paint or make marks in playdough. • Eat independently with a fork/spoon or fingers • Drink from an open cup | <p>Also:</p> <ul style="list-style-type: none"> • Listen to and learn nursery rhymes and songs • Make up their own rhymes • Start to take turns when playing a game • Count to objects up to 5 and then 10 • Begin to use scissors – e.g. cutting out and sticking activities • Opportunities to paint, draw and colour in • Use with play-dough or plasticine • Experience with construction toys – e.g. Duplo – or making junk models • Try lacing and threading games • Play listening games |

At our Nursery, you can help us do the very best for your child by:

- Doing your best to get your child to sessions on time
- Letting us know if your child will be absent from a session
- Becoming a parent helper
- Sharing a talent you have with our children – playing the guitar, teaching some phrases in a different language, planting seeds – whatever you do best!
- Joining the PTFA - get involved when the school organise fund raising activities such as fairs and other events that we hold during the year
- Joining the school governing body

If you have any questions after reading this information, please do not hesitate to contact the Nursery.

TRANSITION TO SCHOOL

Attendance at the nursery has no bearing on places being allocated to the main school. Application for school places is now done online and must be completed by the January before the September your child is due to start school.

During your child's final term in Nursery, a number of induction procedures will be in operation, if they have a place in the Reception Class at St Anne's Primary School.

The school Reception class teachers liaise with the Nursery team to discuss the individual needs of the children and come into Nursery sessions from time to time during the course of the school year. In addition, there will be a number of transition visits to the Reception Class.

If your child has a place at another primary school, the nursery will liaise with that school to arrange a visit for the new reception teacher to the nursery to share information about your child's learning and progress.