

ST AIDAN'S

Voluntary Controlled
PRIMARY SCHOOL

Albany Road
London N4 4RR

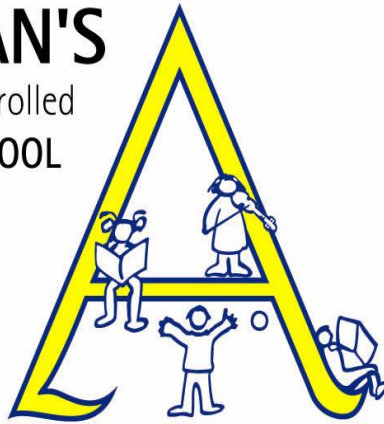
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Headteacher: Anne Etchells



Early Years Foundation Stage Nursery Handbook

Welcome to St. Aidan's! For some of you this will be the first time that your child will have left your care. We appreciate what a big step this is and we want you and your child to feel happy and secure with us.

This handbook is intended to be a brief outline of what you and your child can expect at St. Aidan's. We hope that it will provide you with much of the information you will need. If it doesn't, please feel free to ask us.

The Early Years Foundation Stage

The Early Years Foundation Stage (or EYFS) refers to the education and care provided to children from birth until they are five. At St. Aidan's it refers to the Nursery and the Reception Class.

Settling In – Some of your questions answered

It is very important that your child has a positive start to school and a gradual introduction has been found to be best. A staggered start enables the staff to familiarise and settle the children into daily routines and take time with each child when they first come in. Full-time will initially only stay for a morning/afternoon session until they are settled and able to stay for lunch and then a full day.

For the first few weeks of term, the nursery staff will be conducting transition meetings in order to build a strong partnership with new parents and children.

Can I stay with my child?

You are welcome to stay with your child for all or part of the session. Your child may be used to play group/another setting and might be happy for you to leave fairly quickly. The Nursery is a new environment with new adults and a new group of children. Each child responds differently- we ask that you stay with your child until they are ready and happy for you to leave, as this is the best way to settle your child in, and make sure they are happy in their new environment.

How can I help my child to settle?

To help your child to settle it is best if you are not rushing to get to Nursery and try to ensure that your routine is relaxed and positive. If there have been any problems which may be influencing your child's behaviour, please speak in confidence with a member of staff so that they can help to reassure your child. Please arrive promptly at sessions so as not to disturb the class. Morning sessions: 8.30am or 9:30am-11.30am and afternoon sessions: 12.30pm-3.30pm.

What if I am going to be late collecting my child?

Please phone to let us know what is happening (0208 341 6703). It is very important to arrive on time for the end of each session. Even a few minutes late can result in a tearful child who has anxiously watched every other child leave the room. If we know you are going to be late then we can prepare your child and the whole process will be calmer. Please also inform us if your child is going to arrive late in the morning due to a medical appointment or other circumstances so that we can amend the register. Thank you.

When shall I leave my child?

If your child cries and clings to you don't worry. Children settle at different times. Discuss any concerns with your Key Person. Always say goodbye to your child rather than slipping out when they are busy playing.

Our Curriculum

The EYFS curriculum is split into 7 'Areas of Learning.' These are:

PRIME AREAS

Personal, Social and Emotional Development

This relates to developing confidence and independence, building positive relationships with others and developing good social skills.



We will also help your child to become independent in managing their personal hygiene, i.e. going to the toilet, washing and drying their hands, using a tissue and putting on their own coat.

Physical Development

This relates to improving control and co-ordination in gross motor and fine motor skills. This will be through using bikes and scooters and climbing apparatus outside as well as ball games, running games, building with large wooden bricks, threading and pouring with sand and water.



Communication and Language

This covers communication with one another and developing skills in speaking and listening and understanding in a range of situations.



SPECIFIC AREAS

Literacy

This covers reading and writing. Children will have opportunities to share stories, poems and information books, enjoy role-play and use puppets and masks. We encourage their emergent writing and provide many opportunities for writing as part of our planned play activities.



Mathematics

This involves using ideas about number, simple calculations, quantities, measurements, shape and space. Activities are fun, meaningful and practical.



Understanding the World

This covers investigating and beginning to understand the things, people and places around us. Activities are always fun and practical and cover science, history, geography, RE, AND ICT.



Expressive Arts and Design

This area covers all creative activities such as dance, role-play and drama, art, craft, music and singing.



Planning

Our curriculum combines carefully chosen topics that we believe will interest the children and widen their knowledge.

Each week we observe a small number of children, we then plan activities that will support their learning.

Play

Play underpins every aspect of the EYFS curriculum. When children are most engaged in an activity this is when they learn most. So much of the time your child will be able to choose which activities, they wish to take part in.

In order to promote independent learning, both the inside and outside classrooms are organised to allow your child to freely access a wide range of stimulating activities.

Your child will have access to the inside and outside areas of the classroom and for much of the day your child will be able to decide where they would like their learning to take place, we call this free- flow.

"Play underpins all development and learning for young children. Most children play spontaneously, although some may need adult support, and it is through play that they develop intellectually, creatively, physically, socially and emotionally," (Practice Guidance for the EYFS).

"...when children are playing outdoors; they are exercising their intellectual and emotional muscles as well as their physical. They

are developing their powers to think, to feel, to do, to see and to understand, to represent and to express. They are imagining, puzzling, exploring, befriending and sharing," (M.J. Drummond (1995) Can I Play Out?)

Key Person

Your child will be assigned a 'Key Person'. The role of the Key Person is to build strong links with you as a family and to take specific responsibility for first settling your child and then promoting their learning. They will also be your first point of contact about anything that you wish to discuss about your child. However, we work closely together as a team. Please feel free to approach any member of the team and they will pass on any information to your child's Key Person.

Nursery Outdoor Library

Outside the Nursery, there is a selection of books for you and your child to have access to. You are encouraged to take home one book at a time but you are welcome to change the book as often as you like. This book is for you to read to your child in the comfort of your own home and begin the love of reading.



Special Books

With your child, we create a Special Book. It is special because it captures lots of the wonderful things they do at Nursery. Together we stick in photographs and things that they have made, and write down what they have done.

We encourage you to add to your child's Special Book. You are welcome to take your child's Special Book home to add family photographs or pieces of work your child has completed at home. When your child is the focus child of the week we would like you to e-mail a photo of something that your child has done at home or out and about with you. Please talk to your child about the photo before emailing it to us and they can then share it with us before putting it in their Special book. Thank you.

If your child is transferring to our Reception class, they will take their Special Book with them. If your child is moving to a new school they will get to take their Special Book to show to their new setting and then keep it at home as a special memento of their achievements in the Nursery.



Working with you

We appreciate that parents and carers are a child's first and most important teachers. We know that they have already learnt many things from you. At St. Aidan's we try to work with you to build on this foundation to help your child to flourish. We are always available for a quick chat at the beginning or end of the day but if you want more time please ask to make an appointment.

Every Friday we have a weekly letter, which will be emailed to you, and will tell you what your child has been learning about that week. It will also include any important dates or notices for the following week. It is IMPORTANT that you read these letters. If you do not receive the weekly emails please inform us so that we can rectify this- thank you.

Parent consultations will take place twice a year. This will give you the opportunity to discuss your child's progress with their Key Person.

Please look at the weekly curriculum letter to find out when it is your child's focus observation week. Your child's key person will observe your child during this week, and we ask if you could email ONE photo of something, your child has done at home - please encourage them to talk about it with you before emailing it to us.

Nursery email: nursery@staidansprimaryschool.org.uk

Helping Your Child at Home

We feel that the most important way to help your child learn and develop is to try and make some time everyday to play with them at something they have chosen. If you are already doing this, well done!

Reading to your child is crucial if they are to develop a love for books and to become successful readers themselves. If you can read to them every night as part of their bedtime routine, you will be laying the foundations for a successful school life. You can read to your child in English or any language you know.

Toileting

We encourage your child to use the toilet independently, and ask that your child be sufficiently toilet trained before they start nursery, unless there is a medical need or difficulties preventing them to do so. Please ensure your child can wash their hands thoroughly. Please inform us of any medical needs that might make toileting difficult at your transition meeting. If necessary, we may need to set up a care plan as part of our continence policy.

Collecting your child

Our first priority is the safety of your child. To this end, we will only let your child to be collected by someone you have told us about at your transition meeting. If someone else is to pick up your child, please tell us in advance and write it on the area provided on the Nursery door. If you are going to be unavoidably late to collect your child, please phone the Nursery to let us know what is happening. If we know you are going to be late then we can prepare your child and the whole process will be calmer.

Illness

If your child is ill, please phone the Nursery on 0208 341 6703 to let us know. If your child vomits or has diarrhoea, then you must wait 48 hours from the last episode before sending them to school.

If your child on any medication you will need to come and meet with the medical officer to complete a medication form that authorises staff to administer medicine. All medicines have to be prescribed by your doctor.

Accidents Happen

Young children regularly bump and graze themselves. When this does happen, we will administer first aid. On those occasions when a child bumps their head, we will make a courtesy phone call to inform you. This is why it is essential that you complete our welfare form with contact numbers of where you can be reached. Please remember to keep us up to date with changes to phone numbers or address.

Fruit, Milk and Water

Every day we will provide your child with a piece of fruit and milk through our snack area, there is no charge for this. If your child does not drink milk, we have a water fountain which the children can access at any time.

Spare Clothing

Please ensure your child has a spare set of clothing to keep on their peg at Nursery. This should be placed in a cloth bag clearly

labelled with their name. It would also be very helpful if you could include a spare carrier bag to put wet clothes into for your child to bring home.

Appropriate Clothing

During the winter months, please ensure your child has a warm coat that is clearly labelled with their name. If your child has gloves, attaching them with ribbon is often the most successful way of preventing them from being mislaid.

In the summer months, please make sure you have applied sun cream to your child in the morning before attending Nursery. We provide cream for full time children, and will apply this to them after lunch. Please do not put your child in flip-flops, as these can be treacherous when playing outside.

Notices

Please make sure you regularly check the door and notice board outside, as this will have important information about our current learning focus and any other necessary updates.

Scooters and bikes

Please park any scooters or bikes in the area outside marked "Please park your scooter here".



Birthday Celebrations

We like to celebrate children's birthdays in the Nursery and we encourage you to bring in your child's favourite storybook to share with the rest of the class.

Holidays

If you go on holiday during term time, you need to provide us with a letter confirming dates in advance.

Nursery times

Morning session: 8.30am-11.30am

Afternoon session: 12.30pm-3.30pm

Full-time: 8.30 or 9.30am-3.30pm

Contact Details

St. Aidan's VC Primary School

Albany Road

London N4 4RR

Main School: 0208 340 2352

Nursery: 0208 341 6703

School email:

admin@staidansprimaryschool.org.uk

Nursery email:

nursery@staidansprimaryschool.org.uk

Headteacher: Anne Etchells