

Airy Hill Primary School

Early Years Prospectus and Handbook

A guide for parents and carers with
children in our nursery and reception
classes

Autumn 2020



We aim to develop each child to their full potential as an active, happy and confident learner building on the foundations you as parents have already laid and working in partnership with you. We welcome children and families of all abilities and backgrounds to join us.

How we will work together with you to settle your child into the nursery or reception class

‘Nursery 1’ and ‘Nursery 2’

‘Nursery 1’ is our two year olds provision and is situated in our pre-fab building and outdoor area. ‘Nursery 2’ is our three and four year olds provision and is situated in our bungalow and large outdoor area.

It is vital to us that your child is happy and confident in the nursery and so this is how we plan to work with you to make sure this happens.

1. You are invited to visit nursery either with or without your child. During your visit you will have opportunity to look around the provision and ask as many questions as you would like. You may also like to take this opportunity to have a tour of the school.
2. We will encourage you to bring your child in for a few informal visits of 30 minutes- 1hour in the half term before they start. Parents stay with children for this session to help them to feel confident and comfortable in their new surroundings.
3. On your child’s first day, we ask for you to keep your mobile phone on and we will contact you if we have any concerns about how your child is settling.
4. If you are ever concerned about whether your child is settled and happy at nursery after you have dropped them off, do give us a ring and someone can go and check.

Reception Class

Children join reception class in the September after their fourth birthday.

Reception class is situated in the main school building but Nursery and Reception classes work closely together.

1. Applications for Reception Class places must be submitted by the January before they are due to start school in September.
2. If your child already attends the Airy Hill School Nursery, they will make regular visits over to Reception class as they prepare to move up.
3. Parents and their children are invited to an open morning during our school transition event. On this day, children will have an opportunity to play in the Reception class whilst an informal talk is held in the school hall to share with you all the information you need to know ahead of child starting school. There will be an opportunity to share lunch with your child in the dinner hall afterwards.

Summary checklist for your child's first weeks at nursery

- Please make sure you have filled in the registration forms and other relevant forms and returned them to the office before your child's first day at nursery (please note parents cannot leave their children at nursery until the registration form has been completed and returned to the office)
- PLEASE talk to your child's key person or Mrs Payne, our EY leader, about any concerns at all that you have.

We look forward to getting to know you and your child.

Staff at Airy Hill School Early Years

		
Mrs Matthewman Headteacher	Mrs Payne Early Years Leader Reception Class Teacher	Mrs Dickinson Nursery Teaching Assistant
		
Mrs Dale Nursery Teaching Assistant	Mrs Harcourt Teaching Assistant	Mrs Melton Nursery Teaching Assistant
		
Mrs Spark Nursery Teaching Assistant		

A Day at Airy Hill School Nursery 1

9:00am Morning children arrive and go with their parents/carers to register and children settle indoors

9:45am – 10am Snack time

10am - 11:30am The children can choose from a wide selection of activities both indoors and outside in the garden.

11:30am – 11:40am: The children help to tidy up.

11:40am – 11:50am: Singing and story session

11.50am: Nursery doors open for children to be collected.

Nursery 1 children who are staying all day, will go with staff to eat their lunch in Nursery 2 before joining the Nursery 2 children for the afternoon session.

A Day at Airy Hill School Nursery 2

9:00am Morning children arrive and go with their parents/carers to register and children settle indoors

9:30am – 11:30am The children can choose from a wide selection of activities both indoors and outside in the garden. Snack is available ‘café style’, children may help themselves.

11:30am – 11:40am: The children help to tidy up.

11:40am – 11:50am: The children go to group time where children take part in a range of activities such as listening to a story, singing and counting rhymes.

11.50am: Nursery doors open for children to be collected. Children who are staying to lunch wash hands and go to lunch room.

12noon – 12.30pm: Lunchtime.

12.30pm: afternoon children arrive and once registered can choose from activities inside and out

12.30pm – 2.50pm: The children can choose from a wide selection of activities both indoors and outside in the garden.

2.50pm – 3pm: Children help to tidy up.

3:00pm 30 hours children who have not opted to pay for the final 30 minute session, go home.

2.50pm - 3.25pm Group time for afternoon children and 30 hours children who are staying for the final session. The children go to group time where they share a plate of fruit and then take part in a range of activities such as listening to a story, music, movement and drama. This session is shorter at the beginning of the year.

3.30pm Remaining children go home.

How the children learn in our nursery

Throughout Nursery and Reception we work to the **Early Years Foundation Stage (EYFS)** which is the curriculum framework for children from birth to the end of reception. It has the following principles:

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self assured
- Children learn to be strong and independent through positive relationships
- Children learn and develop well in enabling environments, in which their experiences respond to their individual need and there is a strong partnership between practitioners and parents and carers
- Children develop and learn in different ways.

We teach your children by ensuring challenging, playful opportunities across the following prime and specific areas of learning:

Prime Areas:

Personal, Social and Emotional Development (PSED)

Communication and Language (CL)

Physical Development (PD)

Specific Areas:

Literacy (L)

Understanding the World (UW)

Mathematics (M)

Expressive Arts and Design (EAD)

The EYFS also stresses the importance of how children learn as well as what they learn.

So, through the activities we plan in our nursery and the way staff interact with your children, we aim to foster the characteristics of effective early learning.

Playing and exploring - engagement	Finding out and exploring, Playing with what they know, Being willing to 'have a go'
Active learning – motivation	Being involved and concentrating, Keeping trying Enjoying achieving what they set out to do
Creating and thinking critically – thinking	Having their own ideas, Making links, Choosing ways to do things

A – Z of Useful Information about the Nursery

ACCIDENTS

Minor First Aid is given by the staff, many of whom are trained paediatric First Aiders. You will be contacted immediately should any more serious accidents occur. We record accidents including head injuries in the accident book. A letter will also accompany any head injury.

ALLERGIES

It is important to let us know if your child suffers from any allergies or if you have any religious, dietary or medical requirements.

ATTENDANCE

Parents are asked to write, telephone or inform us verbally if a child is absent, either beforehand (in the case of medical appointments, holidays, school visits etc.) or by 9.15am or 1pm for afternoon children on the day of absence. Reasons of absence will be recorded in the register using the relevant code, this will be reviewed by the Headteacher regularly. If parents have failed to make contact with us by 9.15am or 1pm on the first day of their child's absence, the office staff will telephone parents.

If there is cause for concern, or a child is persistently absent, the Headteacher will discuss this with the parents in order to agree a plan of action which may include contacting Health or other appropriate professionals.

If, after the Headteacher has made considerable efforts to encourage the parents to bring the child to school, in consultation with the Governing Body, the place will be withdrawn. In all instances, the welfare and needs of the child are given the highest consideration.

BEHAVIOUR

Our aim is to create an environment in which each child feels confident, secure and happy and is able to reach his/her maximum learning potential.

To achieve this, we have a behaviour policy which is outlined in detail in our policies folder.

In brief, we endeavour to:

- develop good trusting relationships with the children, and use praise, encouragement and positive reinforcement.
- actively teach our expectations and routines, setting an appropriate code of behaviour for the children.
- react appropriately to all situations according to individual stages of development and circumstances.
- help the children to show consideration for others and for property and teach children how to deal with conflict.

We have three school rules 'Be Kind. Be Safe. Be Ready.'

Once the children are taught our rules, we expect them to follow them and appropriate consequences will be imposed if they refuse to do so, although we never use physical punishment. We ensure that the child understands exactly what

unacceptable behaviour has taken place and we are consistent in giving consequences. We aim for consequences to be meaningful and we encourage the child to think about what he/she has done. Actions taken may include:

1. Discussing with the child the behaviour that is unacceptable and why.
2. Asking the child to rectify the situation.
3. Withdrawal from an activity or situation.

If further steps are required, then an agreed behaviour plan will be discussed with parents.

As children respond best to praise our aim at all times is to give attention for good behaviour.

We also teach children the phrase ‘Stop, I don’t like it!’ to use if another children is presenting unwanted behaviour towards them.

CAR PARKING

Please walk to nursery if you can.

Unfortunately, because we have so few parking spaces, during arrival and collection times **there is no parking for parents on site.**

CHILD PROTECTION AND SAFEGUARDING CHILDREN

The prime concern of the school is to ensure we safeguard all children at all times and as such we have a duty to share child protection issues with other agencies and professionals. The designated senior lead for Child Protection is the Headteacher, Catherine Matthewman. A copy of our Safeguarding and Child Protection Policy is on our website.

CLOTHING

The children need to be able to be active at nursery i.e. climb, run, play, paint, glue, dig in the garden etc. Please choose sensible clothes for your child to wear to nursery i.e. not long dresses or clothes that are difficult for them to remove by themselves in the toilet. We do have nursery sweatshirts available for sale in the office. Please do not send your child to nursery in dressing up clothes. We have clothes for dressing up at school which any of the children can use. Jewellery including earrings and necklaces, must not be worn as it is considered a safety hazard. Please make sure children are wearing sensible shoes/trainers in which they can run around, climb and have fun (please note no crocs, jelly shoes, open toed or any poorly fitting or unsuitable footwear). Children should bring a coat every day. Please name all clothes (especially outdoor ones, this can be done with a laundry marker) as it is impossible for us to keep track of them if you don’t! If your child is likely to have an “accident” it is helpful if you could leave spare clothes in a named bag on their peg.

COLLECTION OF CHILDREN

Before your child starts nursery we need to know who will normally collect them.

If there is a change of arrangements and you have asked someone else to do this, you must tell us beforehand, telephone or let us know on arrival.

If a child is not collected we will endeavour to contact the parents or other people on the child’s emergency contact list and the child will be looked after by nursery

staff until he/she is collected. In the event that a child has not been collected and no one on the emergency list is available the police and social services will be contacted.

Please ensure whoever is collecting your child arrives on time at the end of their session as late collections can be very distressing for some children and staff have commitments elsewhere in the Centre.

COMPLAINTS

If you have any concerns or worries, please do come and speak to your child's key person as soon as possible, or to the Mrs Payne, our EY leader or the Headteacher. We are always happy to meet with you and will try to do our best to resolve any concerns. If you feel these concerns are not being properly addressed or you wish to make a complaint, then we have a complains procedure which can be found on the school website.

EXTENDED DAY

Our 30 hour provision is from 9am -3pm each day, however, many people choose to pay an additional £1.50 per day to extend this to 3:30pm, when the nursery day ends. The same is applied to two year olds who stay all day.

If children who are not booked into for the extended, are not collected promptly at 3pm, a late collection fee of £5 will be charged.

Please note **terms and conditions** apply to all our extended sessions.

FACEBOOK

We have a social media page on Facebook: Airy Hill Primary School. Please 'like' us to receive information and updates.

FOOD AND DRINK

All EY children are provided with toast and a piece of fruit in each morning and afternoon session. In reception class, children may bring additional healthy snack into school if wished.

Children who stay may bring a packed lunch or have a school lunch. Free milk is also available to the children in the classroom every day until they reach the age of 5.

FRIENDS OF AIRY HILL

The Friends of Airy Hill School has been formed to raise money through a variety of events, for special projects within the school and nursery and to raise the profile of the school within the local community. You are automatically a member of this group and we would like everyone to be involved with this - we know you are likely to be very busy and so welcome your help, however small. The group is always looking for fresh ideas.

GOVERNORS

Although the Headteacher is responsible for the day to day running of the school, the governors have a specific part to play in leadership and management. They provide a strategic overview including:

- planning for improvement
- defining parameters within which the Headteacher and staff run the school.

Governors have a responsibility to all the parents and children and meet approximately six times a year.

HOT DRINKS

Keeping all children safe in the nursery and on the site is our priority, therefore, under no circumstances are hot drinks to be bought into the building.

Parents/carers will be asked to dispose of their drink before being allowed to enter.

HOT WEATHER

Please would you dress your children in clothes that cover their shoulders and midriff and ensure that they do not wear flip-flops or “jelly” shoes. We have sun hats for the children to wear at nursery, or they can bring their own named sun hat to school during the summer months. Please apply sun block cream on hot days before bringing your child to nursery. Parents of full-time and extended day children can bring a named bottle of sun cream to school so that we can reapply it after lunch – please give this to a member of staff - do not leave it in a bag on your child’s peg.

KEY PERSONS

Every child in Early Years has a special key person who will settle your child in and will be responsible for their ongoing records of development. You will meet your child’s key person before they start and please do feel free to speak to them if you have any questions or concerns.

LETTERS

We have a weekly newsletter which we send out by email and on our BromCom app to update you on what is happening in school and tell you about future events. Please make sure the office has the names and addresses of parents who do not live with their child who might like to receive this information. This newsletter is also available on the school website.

MEDICINES

We would normally expect all medicines to be given to children by their parents at home before or after the sessions. We can however administer asthma inhalers, and may administer other medicines prescribed by a doctor in exceptional circumstances. If this is agreed, you will need to sign a form, available from the office, to give us permission to do so. It is vital that parents/carers inform nursery staff if they have administered Calpol or other medicines prior to sending their child into nursery. This could affect how we treat your child if they become ill during the session.

MOBILE PHONES

Please do not use mobile phones or other electronic devices when in the nursery and please note mobile phones and cameras must not be used to take photographs of children in the nursery except at special events, such as family Christmas celebrations, when these are for personal use only and not to be put on any social or other websites. Parents/carers will not be allowed to enter the building if using their mobile phones.

NAPPIES

Parents must provide their own nappies, wipes and nappy sacks. Please put these in a named bag to be kept on the children's pegs.

NURSERY TERMS

The nursery is open for approximately 195 days a year divided into three school terms following other North Yorkshire schools. Over the year the nursery will be closed for 5 days for Staff Development/INSET. On these days staff have to attend training activities. A diary of term dates is displayed on the website.

ONLINE PAYMENTS

Online payments can be made using the 'My Child at School' app.

POLICIES AND PROCEDURES

Key policies are available on the school website. All policies are reviewed regularly and some annually. Please do feel free to read them and if you have any questions, comments or concerns please speak to a member of staff or the Headteacher.

REGISTRATION AND ATTENDANCE

Nursery is open between 9:00am and 3:30pm each day. Parents/carers and children are not permitted to be on site outside of these hours. The children may arrive at any time as noted for their session. Good attendance is a really important factor in the progress your child makes at nursery, and so please make every effort to ensure your child attends each session.

If your child is unable to attend nursery due to sickness, medical appointments etc. please telephone the school at the beginning of the session on the first day of absence or let us know beforehand when possible. It is very important we know the reasons for your child's absence as we are obliged to record them in the register and it also helps us to notify parents of any contagious or infectious illnesses. If we do not hear from you when your child is absent, the office will endeavour to contact you.

SECURITY

We have good security within school and nursery but it is still vital that everyone is safety conscious at all times. Please make sure that you shut all doors and gates as you go through the nursery so that we may keep all your children safe. If people are following you through please make sure that you have given the door for them to hold before you let go - otherwise please shut it. If a door is left open for only a few seconds a child could escape through it.

All visitors are required to sign in at reception including parents when attending meetings.

SICKNESS

Our policy requires you to keep your child at home for at least 48 hours after vomiting and/or diarrhoea to cut down on the spread of infection. Outdoor play is a valued part of the curriculum and is available every day so if your child is not well enough to go outside please do not send him/her to nursery.

SPECIAL EDUCATIONAL NEEDS

We accept a number of children with Special Educational Needs into the nursery and our Special Needs Co-ordinator (SENCO) is responsible for special needs

throughout the school. These children are part of the nursery and join in with all the activities that are appropriate for them.

Any children may need a little extra help for a short time while they are at nursery school. This can be for all sorts of reasons e.g. if the child is very shy and finds mixing with other children difficult, or if they find it hard to concentrate and settle to an activity. If you or we have a concern we will discuss this with you and agree a plan to help your child. If you are interested in knowing more about this please talk to one of the staff or have a look at our Special Educational Needs policy.

TAPESTRY

We use an online learning journal called Tapestry. This allows us to securely share observations and photographs of your child during their day at Nursery or in Reception Class. It also gives you the opportunity to do the same at home and share special events, outings or moments with us. We will ask for your email address to activate your account. Once you have done this you can also access your Tapestry via an app or a tablet or smart phone.

THIRTY HOUR OFFER

From September 2017, the Government are introducing new entitlement totalling 30 hours for working families (15 hours free entitlement plus 15 hours additional entitlement). This is not available to everyone. Parents need to be working a minimum of 16 hours per week, equivalent to the national living wage up to a maximum of £100,000 per year. In a couple both parents must be working/in a single parent household, the single parent must be working. If you think you meet the working criteria listed above, you will be required to access a code from the Department of Work and Pensions.

TISSUES

As you may guess, with all the colds around the children use many tissues. Please could you donate one box of tissues to the nursery each term – please give the tissue box to the office.

VIDEOING AND PHOTOGRAPHY

We take photographs which we put in the children's folders and in displays/albums in the school and for talks/workshops to parents and staff, but for other purposes we ask your permission. If parents wish to photograph or video special nursery events the following rules apply:-

Parents must

- ask the Headteacher for permission
- ensure videos and photos are for personal use only
- not put video and photos on the web/internet/social networking

VOLUNTARY CONTRIBUTIONS

We ask for a voluntary contribution of £5 per child per term. This supports the cost of additional resources to enhance our curriculum such as baking.

WEBSITE

Our website is www.airyhill.n-yorks.sch.uk.