

Welcome to

***ORCHARD PRIMARY AND
NURSERY SCHOOL***



NURSERY BROCHURE




**ORCHARD PRIMARY AND NURSERY SCHOOL
CHAPEL STREET
KIRKBY-IN-ASHFIELD
NOTTINGHAM
NG17 8JY**

TELEPHONE : 01623 455939

**THIS IS OUR HEAD TEACHER
MRS CHAMBERS**



Here are the Nursery Staff -

Mrs Daniels Nursery Teacher	Mrs Hardy Teaching Assistant
	
Mrs Buckle Teaching Support Assistant 	

Orchard is currently a 26 place nursery - one teacher and 2 teaching assistant, with the Head Teacher being in overall charge. A ratio of 1 adult to 13 children is, therefore, achieved. The nursery staff are very well trained to enable them to deliver the Early Years Foundation Stage Curriculum and they are all very experienced. A Paediatric First Aid Certificate is held by 2 members of the Nursery team. If numbers allow then the nursery is equipped to be a 39 place nursery and a further teaching assistant would be employed. We currently offer 15 hour morning or afternoon places, some 30 hour places subject to eligibility and some availability for 'paid for' provision.

The Aims of the School

At Orchard Primary and Nursery School we embrace the aims stated in Nottinghamshire's Entitlement Curriculum. The aims below are this school's interpretation of them.

School Aims & Ethos

- To provide a welcoming, stimulating environment that promotes creative learning, in which individuals can feel confident, valued and secure.
- To challenge and support each child in attaining their full potential through access to a broad and balanced curriculum with continuity of learning.
- To give children the opportunity to experience and reflect upon the wonder of life within our fast changing world.
- To create an effective partnership with parents and carers.
- To develop creative and collaborative relationships within other local, national and international schools to establish links with the wider community.
- To promote opportunities for out of school hours learning.
- To encourage individuals to respect others and to care for their surroundings, developing responsibility, independence and self-esteem all within the school community.
- To encourage a positive attitude to life and learning.

Our Vision Statement & Values

Every day at school we work together to ensure that each person:

- Feels valued and respected as an individual member of the learning community and is treated accordingly.
- Believes they can aspire to do great things.
- Is challenged to reach their potential and develop individual strengths.
- Feels confident to 'have a go' with their learning, knowing that support is there if things go wrong.
- Understands how to live and work in a learning community alongside others, well prepared for the future.

As a result of learning in our school we know you are:

- Happy and that you laugh and smile a lot.
- Excited about learning.
- Thoughtful about what you say and do.
- Confident and able to express your opinions.
- Caring and take the time to consider others.
- Tolerant of all others in the community.
- Proud of yourself, appreciating the qualities you have that make you special.
- Aware of things that you find difficult and how to get help with problems

The Aims of the Foundation Stage

- To provide a caring, happy and safe environment in which each child is respected and valued.
- To thoroughly assess each child's ability in order to provide for their individual needs and ensure their early education is as valuable as possible.
- To ensure coverage of the new Early Years Foundation Stage by identifying learning objectives and planning activities to ensure these are met.
- To provide a wide range of child initiated and structured play opportunities and educational experiences designed to develop skills and extend thinking and understanding.
- To actively promote children in developing linguistically, physically, intellectually, socially and emotionally through a relevant and effective statutory Early Years Foundation Stage curriculum.
- To prepare the nursery children (Foundation 1) for a smooth transition to the reception class (Foundation 2) and then into the Key Stage 1 department.
- To encourage children in developing their abilities to socialise and build relationships with peers and adults and to develop their own identity and independence.
- To value the individual and promote positive images to enhance self-esteem and encourage respect for others.
- To maintain a high standard of display of children's work, use of high quality and age appropriate resources and provide access to a wide range of activities / opportunities both indoors and outdoors.
- To welcome parents into the Foundation Stage and encourage participation at all levels in establishing good home / school links.
- To provide adult-directed / led and child-initiated opportunities for learning.

Welcome

We would like to welcome you to our nursery where we provide a broad, balanced curriculum, which is planned using the National document the new 'Statutory Framework for the Early Years Foundation Stage'.

Play is very important in the early years and this is the way we encourage children to learn about and experience new things. Children are observed so we can identify their interests and respond to their needs, we make assessments and monitor progress so that we can identify next step targets to enable all our children to succeed and make progress.

Each term children in the nursery and reception classes work on a topic to deliver an exciting curriculum and educational programme, using the areas of learning and development stated in the statutory guidance. These are planned in conjunction with the national 'Development Matters' document, enabling children to work towards the achievement of the Early Learning Goals at the end of the reception year.

These are some of the activities and experiences we offer in our nursery :-

- Promoting speaking and learning new vocabulary.
- Developing good listening and attention skills.
- Phonics work – listening to and identifying sounds, learning letter sounds, rhymes, rhythms, listening skills. We use the Little Wandle, Letters and sounds revised scheme across the school.
- Reading activities, story times and enjoying books.
- Learning to use the smart screen and other technology.
- Counting accurately, using numbers and recognising numerals.
- Learning to hold a pencil properly.
- Recognising their name and working towards writing their name.
- Learning about a variety of faiths and offering culture experiences and celebrating diversity.
- Using story language and developing story talking.
- Listening to others and taking turns when talking.
- Playing imaginatively.
- Painting and drawing.
- Making models and using a range of tools.
- Singing songs, playing instruments and dancing to music.
- Using construction toys.
- Using scissors, glue, hole punches and other tools.
- Exploring different textures.
- Outdoor play and physical exercise.
- Problem solving
- Dancing

We aim to make all these experiences enjoyable, encouraging your child to learn new skills in an exciting and positive way. All children are individuals and their individual needs are provided for. All children are encouraged to become independent. The learning opportunities we provide will help to prepare your child with the necessary skills for an easier transition into school.

Our Nursery

The nursery unit is purpose built and to accommodate up to 39 children in the 3-5 age range. The nursery is spacious, with carpeted and vinyl floor areas, and attractive soft furnishings. There is a separate fitted kitchen area for use by the staff, which is kept locked for the children's safety. There is a staff toilet and three children's toilets with hand basins. We have a additional disabled toilet and changing facilities. All resources and equipment are age appropriate, safe, and of a high quality. The furniture is arranged to best support learning in a safe, attractive way.

The nursery has a digi-lock and thumb catches on the external doors. The outdoor play area has a secure perimeter fence and bolted gates. Climbing equipment is only erected on the safety flooring.

Morning children and parents should enter the school via the black nursery gate and leave at 11.30am via the school gate. The afternoon children and parents should enter the school via the black nursery gate and leave at 3.30pm via the school gate. At all other times, visitors must report to the school office.

Admission Arrangements For The Nursery

Applications for a nursery place can be made by requesting that your child's name is entered onto our waiting list. Children are then admitted according to age and our admission criteria, stated below :-

1. Places will be first allocated to applicants who reside in our catchment area and who, at the time of admission, will have a brother or sister attending the school.
2. Places will then be allocated to other applicants who reside in the catchment area.
3. Places will then be allocated to applicants who live outside the catchment area, but who at the time of admission, will have a brother or sister attending the school.
4. Places will then be allocated to applicants who live outside the catchment area.

Consideration will be given to applicants who can establish particular medical, special educational need, or social grounds relating to their child with supporting written evidence from a doctor, social worker or other relevant professionals. The definition of special educational need will relate to a learning difficulty, which calls for special educational provision to be made for the child. Each case will be determined on its merits.

Special circumstances may take precedence over any or all of the criteria 1-4 above (and the Voluntary Controlled criterion), and for any such cases allocation of places will be determined by the Director of Education in consultation with the Chair and Vice-Chair of the Governors of the school concerned. All decisions will be reported to the Governing Body as soon as possible.

All children are offered a nursery place (based on the Orchard Nursery Admissions Policy) before their 4th birthday, where possible. The majority of children are offered a place the term after their 3rd birthday providing there are nursery places available. Exceptions may occur where parents have requested a particular place i.e. morning

or afternoon, or when a child moves into the area at a time when our nursery is already full

The nursery serves a wider area than the main school and, therefore, all children attending the nursery will be **taken off** the register when they reach the time of transfer from the nursery to the reception class. Children who will be 5 between 1st September and 31st August will start school in the September **before** their 5th birthday.

There is only one intake to the Reception (F2) class each year.

Admission To The Main Primary School

In the Autumn term, prior to your child starting in the full time reception class, parents/carers will receive the information about 'schooling choices'. Children will be offered places in the school as determined by the County Council's admission criteria, which is detailed in the school's prospectus. Full information will be provided about this. Children with a special educational need, a looked after child or a forces child may be given a heightened priority when applications are considered. If you require further clarification regarding admission to either nursery or the main school then please contact a member of the school staff who will be only too glad to assist you.

Session Times

The session times are :

Morning 8.30 am until 11.30 am
Afternoon 12.30 pm until 3.30 pm

These nursery times are in line with Government guidance on providing 15 hours a week of nursery provision per child. We will operate a staggered start with children being able to arrive between 8.30 and 8.45 am and a staggered finish with children being able to be collected between 3.15 and 3.30 pm.

Some parents may be entitled to 30 hours of childcare per week (subject to them complying with particular work and earnings criteria). In these cases the remaining 15 hours of childcare maybe available at Orchard or can be taken with another registered provider. A limited number of 30 hour places are available and are allocated according to the school admission criteria.

Please ensure children are collected promptly by 11.30 and 3.30 pm as young children become very upset if they think they have been forgotten. Staff also have tasks to complete at the end of a session so it is important to adhere to these times. We would appreciate it if older children do not come into the nursery when dropping off your child. Our nursery is already very busy and extra bodies can make it seem overwhelming for young children.

Dress

- ☐ In the nursery children are involved in a lot of 'messy ' activities i.e. painting, gluing, printing and chalking. Please send your child in clothes that you are not too worried about as, whilst every care is taken to protect clothes, ACCIDENTS DO HAPPEN!
- ☐ Please ensure your child's shoes are suitable for indoor and outdoor play. If it is snowy, wellingtons are super and enable us to go out in the snow, please avoid open toed flip flops if possible, in order to safeguard your child's toes.
- ☐ In the winter months, scarves, gloves and hats are needed. In the summer we encourage all children to wear sunhats, and for you to apply sun cream, prior to your child coming to nursery.
- ☐ Please apply suncream at home. During very hot weather the staff may encourage children to apply sun cream to face and arms during the session to protect them during outdoor play. If you do not let us know otherwise, we will assume your agreement to this.
- ☐ Please make sure your child's clothing is clearly marked with his/her name.
- ☐ If your child has a toilet accident at nursery and we change them into nursery clothes, please wash and return these clothes as soon as possible.
- ☐ Please encourage your child to hang up their coat and to be able to put on and fasten their own coats. We greatly appreciate your help in these areas and in all things you do before your child starts in the nursery.

Attendance and Punctuality

Regular attendance and arriving on time for the nursery is just as important as it is when your child starts school. If your child is away then please telephone school by 9.30 am on the first morning of absence or please send a message via Dojo. Our nursery places are very precious and we like to make sure they are used to their best advantage, so please support us by bringing your child regularly.

Health and Safety

Nursery staff must be informed if your child has any medical conditions or allergies, asthma, eczema, etc. If your child receives regular medication i.e. an inhaler, we may need to have access to one in the nursery and a medicine consent form and a health care plan will need to be completed.

Times To Be Absent

If your child has had sickness or diarrhoea they must stay at home for 48 hours after the last bout of illness. If your child has a bad cough or cold then please keep your child at home until they are feeling better. They always tell us if they have been ill in the night!!

Head Lice

Please check hair regularly for headlice, they are frequent visitors to schools and although harmless they can make children fidgety and uncomfortable. Please treat your child before they return to school and then continue to check their hair regularly.

The school has a Health and Safety Policy which encompasses the nursery unit. Within that policy the nursery has specific health and safety procedures which are given below :-

Outside :

- Check all gates are locked and secure
- Ensure climbing equipment is assembled carefully and is on safety flooring.
- Ensure equipment is in good working order.
- Check area for unsafe rubbish.
- Sweep any sand from concrete flooring.
- Check floor areas and perimeter fence for safety.
- Ensure correct lifting procedures are followed for moving equipment.
- Ensure no children enter the shed.

Inside :

- Ensure the kitchen door is locked.
- No sharp implements e.g. scissors, wall staplers, are left out.
- Mop up/sweep up spills, floods, sand immediately.
- Ensure socket covers are in place.
- Discourage children from switching lights/computer on.
- Keep cleaning fluids out of the reach of children.
- Ensure furniture is arranged safely and toys are stored safely.
- Children to be trained to sit on chairs properly and to carry chairs safely.
- Children's scissors should be round ended.
- Ensure toys are age appropriate.
- Hot drinks to be kept to the kitchen area and outdoor area. Special cups must be used when outdoors.
- Only nursery staff to change wet children in the presence of other staff.
- Ensure doors are closed properly.
- Follow first aid procedures and ensure gloves are worn., where possible.
- Ensure staples do not protrude from displays.
- Ensure that all staff are aware of fire/first aid procedures.
- Ensure lists of children with allergies/asthma are kept up-to-date.
- Discourage children from running inside and from climbing on the furniture.

Behaviour

We try to encourage all children to behave well at nursery. We aim to do this in a restorative way using positive, caring interactions and by using our “Building a Better Me” keys (please see more about these on the school website). We point out the good things children are doing and praise children for their efforts. We have a happy book and display board for children who have tried hard all week at nursery and we send home reward certificates and stickers. Children receive Dojo points for special work or effort and parents/carers will receive a “ding” on their Dojo account notifying them of this. If your child does struggle with behaviour at nursery, we would wish to work with you in making efforts to improve your child’s behaviour. This positive approach links directly with the approach used in the main school where, of course, parental support in behaviour and consequences is also very important.

Parental Involvement

When circumstances allow, we welcome parents to help us in the nursery. We have a paint pot-washing rota and we need parents to help us with making games, books, dolls clothes and dressing up clothes. We also need parents to help us with maintaining nursery equipment, including outdoor equipment and gardening. Any help or resources you can offer would be gratefully received. All of our parent helpers must undergo a full DBS police check as part of our ‘Safeguarding Children’ policy.

Home-School Agreement

We hope all parents will agree to support the nursery’s home-school agreement. Throughout the brochure you will read about the nursery’s commitment to your child’s welfare and education, whilst developing with you the parents, a friendly and professional relationship. We hope parents will realise the value of developing strong relationships with the school in the interest of their child’s development. A copy of the agreement is shown on the next page so you may continue to refer to it.

Orchard Primary and Nursery School

Home-School Agreement

As a nursery we will try to :

- Care for your child's safety and happiness.
- Recognise and praise progress and achievement at all levels.
- Keep you well informed about general school and nursery matters and in particular about your child's progress.
- Provide a balanced early years curriculum catering for your child's individual needs.
- Support your child in managing their behaviour in the nursery.
- Be welcoming at all times and offer you opportunities to become involved in the daily life of the nursery.
- Listen to your views and concerns.
- Provide additional work for you to support your child's learning at home.

Name_____ Signature_____

As a family we will try to:

- Bring our child to nursery regularly and on time.
- Support the nursery in managing our child's behaviour.
- Let the nursery know about any problems or health issues which might affect our child's work or behaviour.
- Support our child in their learning at home.
- Attend parents' evenings and discussions about our child's progress.
- Tell our child in simple terms about what is expected of them in the nursery.

Name_____ Signature_____

Parent's Name

Parent's Signature

Records and Reporting to Parents

Written records and assessments are kept for all children and these are used to help staff in monitoring children's educational needs. These written records are transferred to the Reception class staff when a child leaves the nursery. Parents retain the right to see these records should the need arise. A record of the children's work and progress in their nursery life is recorded in their Learning Journey and via their Dojo portfolio. This continues with the children into the Reception class. At the end of nursery parents are presented with a written report of their child's progress in the nursery.

The nursery welcomes parents to discuss their child whenever necessary. Please try and make an appointment to do this as the beginning or end of a session can be very busy. Of course, feel free to have a **quick word** with staff at anytime. We will always do our best to help in any way we can. The nursery staff are available to see parents at the school's Open Evenings.

Special Educational Needs

Pupils with special educational needs are well supported in our nursery. Their needs may be identified by parents or by staff. Staff will always discuss any need they may become aware of with parents/ carers and may advise them on seeking help from their health visitor, GP or other professionals. When a child has very specific needs, a Support Plan may be devised to help the child in their learning. Parents are involved with the delivery of the plan at home and are kept informed of progress at nursery.

Equal Opportunities

At Orchard nursery we believe that the activities should be organised to promote equal access and opportunity for all pupils irrespective of ability, race, gender or ethnicity and we actively promote British Values.

We endeavour :-

- To value all pupils equally.
- To create a positive climate in which pupils will learn to value themselves and each other.
- To ensure that all pupils have access to a broad and balanced early years curriculum.
- To differentiate the curriculum to enable all children to achieve success.
- To counter gender and racial stereotyping in nursery activities.
- To provide multi-cultural experiences and celebrate diversity.
- To ensure that the curriculum promotes rich cultural experiences.
- To encourage pupils to recognise that society reflects the different traditions, values, languages and lifestyles within it.
- To identify racism, challenge it and record it.
- To ensure that resources are screened for negative stereotypes, racism and bias and to use those which positively reflect diversity.
- To show evidence in display of diversity and to reflect positive images of gender, ability, race and ethnicity.

Students

When circumstances allow, we often have a number of students working with us in the nursery. They are supervised at all times, and may be gaining work experience with us or training for a qualification in childcare or education.

Photographs and Videos

Children are photographed and videoed within the nursery using school equipment for display purposes and as a record of work we have done. Some of these photos will be included in your child's Learning Journey, on their Dojo portfolio and may also feature in the Learning Journeys of others, particularly when group photos are taken.

Birthdays

Most children will celebrate their 4th birthday during their time in the nursery. We are happy for you to send a birthday cake, sweets or biscuits to share among the other children if you wish to do so.

Fruit

Every day we have a healthy snack of fruit with our drink of milk. This is currently provided by the 'New Opportunities Fund Fruit Scheme' free of charge until the children are 7 years old.

Phonics and Reading

The nursery and main school use the Little Wandle, letters and sounds revised as our phonics scheme and use a variety of reading materials matched to children's phonic levels. Nursery children are introduced to the characters that appear in many of the Oxford Reading Tree books and are encouraged to use this character knowledge when talking about the pictures in our wordless books. All children have the opportunity to bring home a choosing book and other activities on a once-a-fortnight basis, providing that a reading folder or protective bag is supplied from home.

How Parents Can Help

Parents can play a very valuable role in aiding their children's educational development by spending a few minutes **everyday** enjoying books and stories.

We ask that parents spend time talking to their children, ensuring that there are no background noises and interruptions. We promote the "Switch off and Talk" initiative.

Fees

There are no fees payable for your universal 15 hour nursery provision. However, children may not attend another 'setting' which is claiming funding for them for the universal 15 hours. Further details about 30 hours provision can be found on the school website.

We request a £1.00 per child donation each half term towards our more expensive activities such as baking and food tasting etc.

Toys and Sweets

We politely ask that children do not bring toys or sweets to the nursery, even in their bags or pockets as they may easily get mislaid or damaged or cause additional upset or accidents. Thank you.

Outdoor Play Equipment

We must stress that the outdoor play equipment **should not** be used before or after the nursery sessions. This is in the interest of your child's safety, as should an accident occur when the nursery staff were not responsible for supervising the use of the equipment, then your child's injury would not be insured. We also request that children are discouraged from playing on the grass before the sessions, particularly in the winter, as this results in children coming into nursery with very muddy shoes.

Jewellery

We would like to make parents/carers aware of some of the dangers of wearing jewellery in the nursery. The jewellery may become lost or damaged, but more importantly, it may become tangled in equipment or clothing and cause personal injury for which the nursery can take no responsibility.

Complaints Procedure

Complaints are few and these are dealt with promptly by the nursery staff. Parents are informed of the Local Education Authority's complaints procedures as and when necessary.

The Local Education Authority has an agreed procedure for dealing with any complaints about the curriculum or related issues. This is available for reference at the school. Complaints should first be addressed to the Head Teacher and, failing resolution, in writing to the Clerk to the Governors or the Senior Assistant Director, whose addresses are available at school. The relevant documents for a formal complaint are also available from school.

Car Parking

Parents' cars must not be parked in the school playground. We ask you to park respectfully in neighbouring streets, avoiding resident only parking spaces.

Dogs

In line with Notts LEAs policy – all dogs (except guide dogs) **should not** be brought on to the school premises except when a requested visit has been made by a member of staff.

No Smoking and Vaping Policy

In common with all Nottinghamshire LEA's schools, Orchard School is a NO SMOKING ENVIRONMENT. All adults are, therefore, requested not to smoke in any of the school buildings, the field or playground, this includes vaping.

The Reception and the Key Stage 1 Department

We work very closely with the reception class and the Key Stage 1 department here at Orchard. We aim to make the move into school as easy as possible for your child. We visit the reception class as we are preparing for transfer to school and the reception teachers makes regular visits to the nursery.

Finally

The nursery is the start of your child's education in school. We want this experience to be a happy, positive time for your child and a partnership between school and home helps the child to get the maximum benefit from their nursery experiences. We hope your child will be very happy in our nursery and we will do everything possible so that your child's time with us will be enjoyable and productive.

MISSION STATEMENT

At Orchard Primary and Nursery School our
vision is

Orchard Primary School- OPS

Orchard provides the Opportunities to unlock each child's
Potential which is the key to their future Success.



Orchard Primary and Nursery School

Dear Parents

This brochure has been designed to inform you about our Nursery department. We hope that it will provide you with answers to some of your queries. If you can find a few minutes to consider the questions in the space provided below, we would be very grateful. Your responses will be considered very carefully and may inform the contents of a future brochure.

Please return your response to your child’s class teacher or directly to me.

Yours sincerely

Mr J Chambers
Head Teacher

✂.....

Parental Questionnaire
Nursery Brochure

Pupil’s Name _____ Class Teacher_____

<p><u>What aspects of the brochure did you find particularly helpful?</u></p>	<p><u>Is there anything that you think would be helpful to include in a future brochure?</u></p>