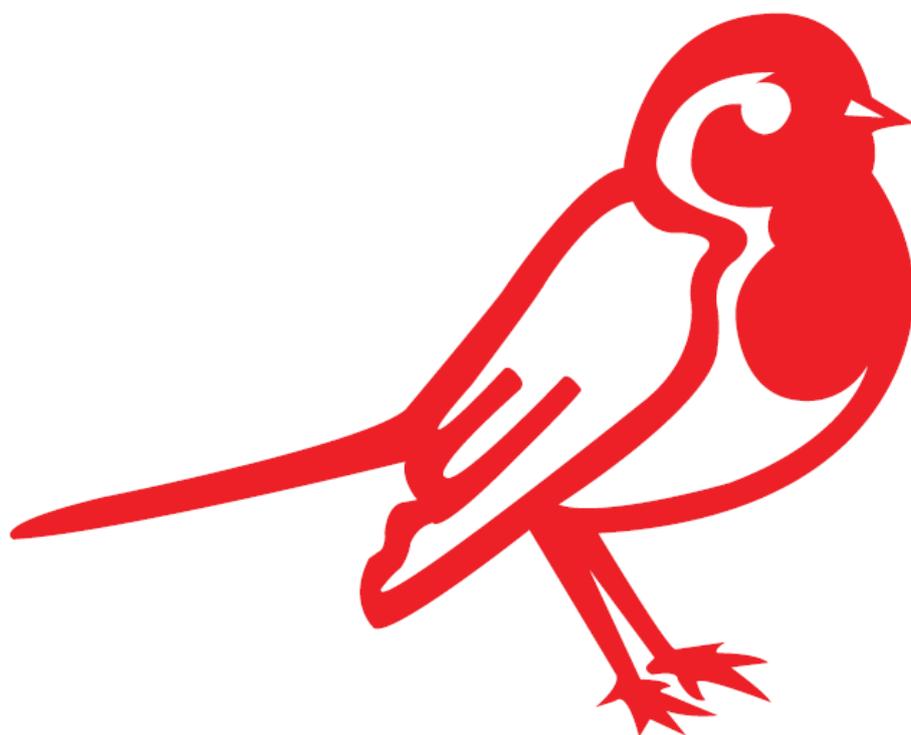


Robinsfield Infant School



Nursery Handbook
2016-2017

Staff



Naomi Leaver

Executive Head Teacher



Lorraine Hardy

Head of School



Emma Goodwin

Nursery Teacher



Angela

Nursery Teacher



Anna Wooten

Support Staff

All staff are known by their first names.

Organisation of the school day

Part-time nursery runs from 9.00am – 12.00pm

Full-time nursery runs from 9.00am – 3.10pm

The start of the day

The school doors open at 8.50am so children are ready to begin learning at 9.00am. We expect that children will arrive on time for each session and those who arrive after 9.00am will be recorded in the register. If you are late please sign in the late register at the school office.

To help your child settle into nursery quickly, we advise that you say goodbye and leave your child with the nursery staff promptly so that they can join in with the nursery routines along with the rest of the children and learning time can commence. The safety of your children is paramount and we need to ensure that all children are in the building and being supervised by nursery staff. Please make sure you close the door as you enter and leave the premises. We also request that the gate to the playground is always closed. This will be monitored by staff daily.

The end of the day

Parents are asked to collect their children from the nursery classroom. Please be punctual as young children can get quite distressed if they are the last ones to be collected.

If you know that you are going to be late please contact the school office. If an adult other than the usual parent or carer is collecting your child you must inform the nursery staff in the morning. If at all possible we would prefer you to introduce them to us beforehand. We will not let your child leave with someone we do not know.

Attendance and Punctuality

It is expected that you will bring your child to school every day unless they are unwell. Please call school to let us know in the morning if your child is unwell and will not be attending that day. If your child's attendance falls below 85% you will be required to meet with Naomi, our Headteacher, and this may result in their place being withdrawn. If you are late to drop off or collect your child you will be asked to sign the late register.

Drinks and snacks

Please bring a bottle of water to nursery clearly labelled with your child's name. Milk and fresh fruit are available every day and are provided by school.

Lunchtime

If your child is enrolled at full-time nursery, they will have lunch at school. Hot lunches are prepared on site and served in the dining hall each day. Children also have the option of bringing a packed lunch to school although most children have school lunch.



Communication

Our main form of communication is the daily contact you have with staff. There is also a notice board outside nursery where we will inform you of any other information so please check daily.

The Robinsfield weekly newsletter will be available to read on the school website.

<http://www.robinsfieldinfant.co.uk/>

You are welcome at any time during the school year to look at your child's portfolio of work and discuss their progress with a member of nursery staff. Please see a member of the nursery staff to arrange a convenient time to do so. You can also email the staff if you are unable to speak to them in person:

office@robinsfieldinfant.co.uk

Tel: 0207 641 5019



Parental/Carer Involvement

We believe the partnership between home and school is crucial to a child's learning. There will be opportunities for you to volunteer to help in nursery or accompany us on school trips. Please speak to a member of staff if you would like to help out in class.

Curriculum

The Nursery and Reception classes are collectively known as the Early Years Foundation Stage. The curriculum is planned from The Early Years Foundation Stage Framework which is divided into the following 7 areas of learning and development:

3 Prime Areas of Learning and Development

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

4 Specific Areas of Learning and Development

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.



Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

The Characteristics of Effective Learning

The characteristics of effective learning describe factors which play a central role in a pupil's learning and in becoming an effective learner. The characteristics run through and underpin all 7 areas of learning and development, representing processes rather than outcomes. Ongoing observation of your child's development will show how they demonstrate the three characteristics which include: **playing and exploring**, **active learning** and **creating and thinking critically**.

Play

The emphasis in the Foundation Stage is on learning through play. Play provides an opportunity for children to learn about themselves, their culture and language, other people and the world around them. Play provides opportunities for exploration, investigation and problem solving and for children to practise all their developing skills. Play allows children to learn about making choices and decisions and puts them in charge of their own learning. It allows them to take risks without fear of failing. Through play, children develop their personal qualities and attitudes. Play also provides opportunities to represent their experiences and use what they have learnt through music, language, creative and imaginative activities.

Children's achievements will be recorded in words and pictures in a portfolio of their work that we will share with you throughout the year.



Assessment

Assessment plays an important part in helping parents, carers and nursery staff to recognise children's progress, understand their needs, and to plan activities and support. Ongoing assessment is an integral part of the learning and development process.

Evidence of what your child has been learning is kept in their portfolio, which is always available for you to see. We encourage parents and carers to contribute evidence of learning and development to nursery portfolios.

Key Information

Key Person

Every child in the Foundation Stage is allocated a key person to support the theme of developing positive relationships in the Early Years Foundation Stage Framework.

We believe that children learn to be independent from a base of loving and secure relationships with yourselves and the adults with which they have most contact at school.

A key person will be on hand to meet your child's individual needs and help them become familiar with their surroundings. All staff working in the nursery are available as a point of contact.

Clothing



Robinsfield does not have a school uniform. Please send your child to school in clothes that are easy for them to manage. Help is available with clothing where necessary but children are encouraged to try themselves. Velcro fastenings on shoes can help children be more independent than shoe laces until they are able to tie laces themselves.

Even though children wear aprons when involved in 'messy' activities, water, paint and glue can get onto clothing easily so please do not send children to school in their 'best' clothes.

Nursery children have access to their outdoor area most of the time. In the colder months please make sure they have a warm, waterproof coat in school. Open toed sandals and flip flops are not allowed in summer for health and safety reasons. We also ask that you apply sun screen before the start of the session and provide a sun hat for your child when appropriate.

Jewellery of any kind is not permitted in school for safety reasons. Children with pierced ears may wear small stud earrings only.

Labelling your child's clothing clearly with their name will make it easier for us to return it to you if it has been misplaced. It can be very difficult for us to return clothing that has not been named.

Toilets

Children are expected to be toilet trained before they come to nursery. Accidents do happen so please bring in a bag of spare clothes and leave them on your child's peg if you wish.

Library Books

The development of children's reading is crucial at this age and we ask you to support your child's reading at home.

We have lots of books for you to take home and share with your children. You will be able to change these on a daily basis. Please take care of our books and remember to return them. This will make sure we have enough for everyone to enjoy.

Book Bags

You can purchase a school book bag from the office. They are ideal for carrying books and any other letters between home and school. All children need to bring their book bag to school every day. Book bags cost £5.00 and are available from reception.

Special Events

From time to time the nursery takes part in special school events. We may organise visits to places of local interest or have special visitors come and see us. We will inform you in advance of any special events that will be taking place.

We look forward to welcoming you and your family to Robinsfield. Please speak to a member of staff if you have any questions.

