



# **Nursery Information for Parents and Carers Booklet**

### **Senior Leadership Team**

Headteacher:	Mrs N Ishtiaq
Deputy Headteacher:	Miss S Mir
Assistant Headteachers:	Ms R Khanum Mr T Parker
SEND Co-ordinator:	Mr T Parker

### **Early Years Foundation Stage Staff**

Early Years Leader:	Ms R Khanum
Nursery Teacher:	Miss T Bulmer
Reception Teachers:	Mrs I Ilyas Mrs Hamid Ms R Khanum
Early Years Practitioners:	Miss Khatoon Mrs Kiron Miss L Newman Mrs O'Connor
Teaching Assistants:	Miss Rawson

### **Starting at the Nursery**

Before your child starts at the Nursery, you are welcome to visit us. We encourage you to bring your child with you so they can also get a feel for the setting.

We admit one to two new children at a time so that members of staff can provide each child with the extra time, care and attention they need as they settle in. Please do not be anxious if your child does not start during the first week of term.

Parents are expected to stay with their child during their initial session at Nursery for 1 hour. This allows your child to explore their new surroundings independently whilst still having you present to provide them with the reassurance they may require.

On your child's second session, you will be asked to help settle them in to Nursery and they will then stay on their own for 1 hour.

On the third session, you will again be asked to help settle your child in to Nursery and they will then stay for their full session on their own.

Please be aware that sessions may vary according to the needs of each child. Our aim will always be to make the transition from home to school as smooth as possible.

### Admissions

Admissions take place throughout the school year.

Local Authority nurseries can admit children in the term after their third birthday (*subject to availability of places*). We therefore advise that you register your child early as possible and keep us informed of any changes to your address.

Once registered, we will contact you near to your child's third birthday to offer you a place and invite you to look around our setting before you fill in the necessary paperwork.

After you are notified of a place it will be kept open for your child for two weeks after their start date. If after this time you do not take up this place, it will be offered to another child. You must let us know if there are any circumstances delaying admission.

Please note that in order to register your child, we must see their Birth Certificate. Please bring this along with you on your first visit.

### Nursery Times

There are two part time sessions. Children attend for one session per day. **Sessions are not interchangeable.**

AM session (Red Apple Class): 8:30am – 11:30am  
*Drop off (8:30am – 8:45am) & pick up (11:15am – 11:30am)*

PM session (Green Apple Class): 12:30pm – 3:30pm  
*Drop off (12:30pm – 12:45pm) & pick up (3:15pm – 3:30pm)*



**Late comers that arrive after the doors are closed must report to the main school office. It is also important that children are collected on time to avoid them becoming distressed. Please contact us if you are going to be delayed.**

Some families may be eligible for 30-hour nursery placements (8:30am – 3:30pm). Please contact the school for further details regarding this.

**Please ensure that your child is always brought and collected by a parent or 'named' adult. If you or the 'named' adult are not able to collect your child, please inform a member of staff that someone different will be collecting your child. All children have to be signed out at the end of each session. Once you have signed your child out they will be in your care and should not be allowed to come back into the school.**

### Healthy Eating

During their time at Nursery, all children will have access to snack (*usually fruit*), milk and water.



If your child is eligible for a 30-hour nursery placement they will be staying for lunch (11:30am – 12:30pm). Parents/carers will need to provide children accessing these hours with their own lunch from home. Please note that lunch time meals from home must be sealed in a packed lunch bag that is clearly labelled with your child's name. Parents and carers must make every effort to ensure that guidance regarding packed lunches is followed. This can be seen below.

#### **Packed lunches may include: -**

- At least one portion of fruit or vegetables every day.
- Meat, fish or another source of non-dairy protein (e.g. lentils, beans, soya or hummus,) every day (usually as part of a sandwich, roll or salad).
- Oily fish, such as pilchards, salmon or tuna occasionally.
- A starchy food such as bread, pasta, rice, noodles, potatoes or other type of cereals every day.
- Dairy food such as milk, cheese, yoghurt, fromage frais or custard.
- A drink: water is best followed by semi-skimmed or skimmed milk, sugar free squash, drinking yoghurt, milk drinks or smoothies.
- Pretzels, seeds, fruit, crackers and cheese, and vegetable or bread sticks with a dip.
- Curries (vegetable or chicken)
- Boiled rice



### **Foods NOT TO INCLUDE in a healthy packed lunch: -**

- Confectionery such as chocolate bars.
- Sweets are not allowed at lunch or any other time.
- Nut or nut products (although they can be very healthy) because of the danger to other children with allergies.
- Fizzy drinks as these are mostly very unhealthy and are likely to make a mess and spoil food.
- Any foods which have been fried in oil.

### **Special Diets**

The Nursery recognises that some pupils may have verified medical conditions requiring special diets that do not allow for the standards above to be met exactly. In this case parents/carers are urged to be responsible in ensuring that packed lunches are as healthy as possible.

### **Uniform and Clothing**

The Nursery children wear a school uniform. This consists of the school jumper/cardigan complete with school logo, a white polo shirt, grey bottoms/skirt/pinafore and **black** shoes.

All school cardigans and jumpers are available to purchase from the school office in the following sizes:

- 2-3 years
- 3-4 years
- 5-6 years
- 7-8 years
- 9-10 years
- 11-12 years
- 13 years



Jumpers - £8.50

Cardigans - £9.00

Please help your child to become independent by choosing clothes that they can fasten themselves (*e.g. trousers with elasticated waistbands, footwear with velcro fastenings etc.*). Please also ensure that your child is dressed suitably for indoor and outdoor activities.

Whilst we provide aprons, a lot of nursery activities are messy and young children need a lot of practice before they are able to control materials such as water, glue and paint etc. A uniform will prevent your child from spoiling any of their best clothes. You must also provide your

child with a full change of clothing in a pump bag and make this available on your child's peg should any accidents occur. This should be labelled with their name and a change of clothing should include a top, bottoms, vest, underwear, socks and wipes where necessary. You may wish to include additional underwear, socks and bottoms for your child if they are still learning to use the toilet.

It is essential that **all** your child's clothing be **clearly labelled with their first name and initial of their surname.**

With regards to jewellery, children may only wear small stud earrings and/or a watch. Other accessories which are permitted include those which hold religious value.

### **The Key Worker Approach**

We employ a Key Worker Approach in Nursery to ensure that a familiar adult is always present and available for when parents arrive with their child. This means there will always be a familiar face to greet you and your child and any important information can be passed on or shared regularly. A key worker has special responsibilities for working with a small number of children, giving them the reassurance they need to feel safe and cared for, whilst also building strong relationships with parents.

The Key Worker Approach is a vital principal in the Early Years Foundation Stage and a statutory requirement of the framework. It is a reciprocal relationship between a member of staff, individual child and their family. It provides the child with a sense of security so that they feel confident to explore their world and form further relationships.

Every child deserves to be special to someone and the Key Worker Approach recognises this.

The role of the key worker is to know their individual child and to support their sense of identity and individuality. A key worker is aware of their individual child's and family's needs, preferences and development.



## The Nursery Curriculum

At Brackenhill Primary School we plan and deliver an exciting curriculum based on the principles of the Early Years Foundation Stage Framework.

We fully understand the importance of quality education in the Early Years and aim to prepare all our children for lifelong learning through implementing outstanding practice.

The Nursery offers opportunities for the development of all skills including a child's physical, social, emotional and intellectual skills.

We cover all areas of the framework, with the 'Characteristics of Effective Learning' underpinning everything we do. These include the following:

Characteristics of Effective Learning	Areas of Learning and Development	Birth to 5 Matters Aspects
<b>Playing and Exploring</b>	<b>Prime Areas</b>	
<b>ENGAGEMENT</b> Finding out and exploring Playing with what they know Being willing to 'have a go'	<b>Personal, Social and Emotional Development</b>	Making Relationships Sense of Self Understanding Feelings
	<b>Physical Development</b>	Moving and handling Health and Self-care
	<b>Communication and Language</b>	Listening and Attention Understanding Speaking
<b>Active Learning</b>	<b>Specific Areas</b>	
<b>MOTIVATION</b> Being involved and concentrating Keep trying Enjoying achieving what they set out to do	<b>Literacy</b>	Reading Writing
	<b>Mathematics</b>	Mathematics
	<b>Understanding the World</b>	People and Communities The World Technology
	<b>Expressive Arts and Design</b>	Creating with Materials Being Imaginative and Expressive
<b>Creative and Critical Thinking</b>		
<b>THINKING</b> Having their own ideas Making links Working with ideas		

Our provision areas are designed to provide a range of enriching activities that will extend and compliment the important work that you do with your child at home. The carefully planned activities, both indoors and outdoors, will ensure that your child is thinking, planning, experimenting, making positive relationships and problem solving all the time. We plan to ensure learning experiences provided for each child are tailored to their individual needs. Play is at the heart of our curriculum and we balance child led activities with more focused adult planned experiences.

In our Nursery, we recognise and understand that every child is unique and this underpins all the planning and teaching that takes place.

### Coming to Nursery

Each child will be provided with their own peg in the cloakroom featuring their name. Here your child may hang their coat and other belongings to ensure they are kept safe and in a place they can easily be found.

Children will be shown where the toilet and handwashing facilities are and may access these as and when they need to. If your child is not toilet trained, they will still be expected to wear underwear to school to develop this skill. Where they require adult support with toileting, staff will assist them with developing the skills needed for this.

Whilst children wait for their class mates to join them, they will engage in fun, kinaesthetic activities on the carpet area with an adult (*e.g. Dough Disco, action songs, threading etc.*). They will then practise how to brush their teeth. This is to help them get their brains ready for learning. Once all children have arrived, the Register will be taken and children will enjoy their daily Literacy or Mathematics session. Following this, they will be encouraged to continue their own learning in provision with adult support.



During provision time, adults will help children to widen their vocabulary, experiences and develop a whole host of other skills. Children's creativity will be nurtured through art, music and dance, their communication and language skills will be enhanced through meaningful conversations. We will also help them to develop their personal, social and emotional skills so that they may build positive relationships with their peers and the adults around them. Children will also be encouraged to explore their natural world. Your child's key worker will work particularly closely with your child throughout. The class teacher will also work with all children in smaller groups to provide them with the bespoke and personalised learning experience they will need to flourish.



Nearer to the end of their session, children will enjoy an upbeat Phonics session. After this, children will listen to a story with the adult in their Key Worker Group and sing some of their favourite nursery rhymes before home time.

### **Developing Early Reading and Writing**

Many children will show an interest in reading and writing whilst in Nursery. We aim to encourage this interest without putting pressure on children to engage with such activities.

All the children at our Nursery will experience the joy in reading and have access to a wide range of reading materials. Your child will be taught the conventions of reading in English; reading from left to right, understanding illustrations, recalling stories, and recognising letters and sounds. Other reading will include reading labels on displays, recipes, lists and words in the local environment (*e.g. Street names, shop signs, symbols etc.*). Children will be encouraged to recognise their own name and learn the meaning of what they have read. We hope to foster within children a love for books and with this in mind provide them with a firm foundation for future learning.

During the Summer term, Nursery children that are due to begin Reception in September will begin to learn Phonics through the Read Write Inc. (RWI) approach.

The RWI approach for Nursery helps children grow their vocabulary through role-play, discussion, building sentences and productive questioning. It places huge emphasis on developing children's love of reading through enticing story and poetry time. Children are taught to say the sounds of letters with the help of mnemonics and to blend the sounds into words and read simple 'blending books'. This helps to give them a flying start before going into the Reception class. Phonics sessions last for 15 minutes and input is carried out daily in groups of up to 8 children.



## **Recording & Assessing Your Child's Development**

Short observations of your child's work will be made throughout their time in Nursery. These will be discussed by Nursery staff and used to plan the next steps for your child. Observations of your child are recorded on an online, secure platform called Seesaw. You can access this from home at any time and your child's class teacher will discuss how to do this with you and provide you with your own unique log in details.

Parents can only access their own child's profile online. Photographs showing either your child working, taking part in activities or showing something they have created will be uploaded on their profiles to support any observational notes that are made.

We understand and value the importance of parental input when assessing children's development and so encourage you to look at your child's profiles and to contribute to it by sharing photographs drawings and paintings that your child may have done at home. We do ask that you do not compare your child's profile to another. It is important to remember that all children are unique and develop at different rates.

We welcome you to discuss your child or their learning journal with any of the Nursery staff at a mutually convenient time.



## **Special Educational Needs and/or Disabilities (SEND)**

At Brackenhill we are aware that children have a range of different needs and we value all children equally.

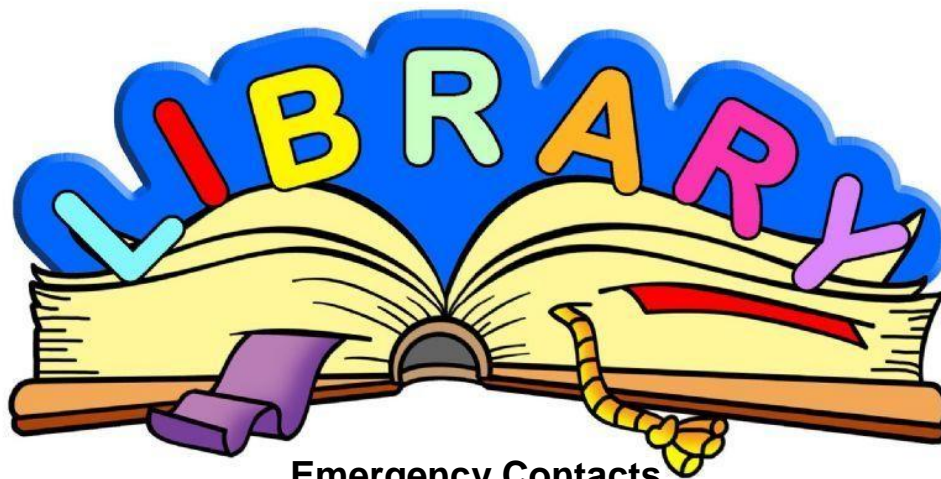
Some children may be diagnosed when they are born with SEND whilst others may not be diagnosed until later in childhood. The earlier we can ensure all children's individual needs are fully understood the better chance we have of meeting them. We work closely with parents and other professionals in order to ensure correct assessment and support is completed.

If a child is experiencing difficulties in any way, we aim to help the child overcome these. In some cases, we may need to seek advice from other professionals such as Speech and Language Therapists, Audiologists, Ophthalmologists, School Nurses or Educational Psychologists. We will always discuss this with you first and keep you fully informed about any concerns we may have.

### Nursery Library

As well as fully resourced school library, we also have a great collection of books and Story Sacks in our Nursery. You are very welcome to borrow these books at any time so come along and select a book of your choice with your child. Simply speak to your child's class teacher who can support you with this. We feel your involvement will really encourage your child to develop an interest in books and stories and help them to build their vocabulary.

Please take good care of our books and Story Sacks so other children can continue to enjoy them too. Book bags with the school logo are available from the Office at a small cost of £4.00.



### Emergency Contacts

**Can we contact you in case of an emergency?**

**Do we have an alternative telephone number if we cannot reach you?**

It is **essential** that we have up to date information on our records. This is important in case we need to contact you in case of an emergency.

Please inform us of any change in contact numbers or address immediately.

If you are going on holiday or your child is sick, please let us know.

### **Safety**

It is important that children under five are collected by an adult not an older child.

In the event of severe weather such as snow or should other exceptional circumstances arise, Nursery children may only be allowed to go home with brothers or sisters if we have written permission from you.

### **Parent & Carer Partnerships**

**We believe that education is a partnership.**

When your child joins us in Nursery we hope that you feel welcome and will want to stay sometimes to join in the many activities that we offer such as cooking, story times, parties and special events. If you have any problems or difficulties, please do not hesitate to contact a member of staff. We are here to help you.

**Please remember that you are always welcome to stop for a chat at Brackenhill Nursery.**



### **Entry into Full Time School**

At the appropriate time, parents will be given an application form with a booklet explaining how admissions into full time school are processed within Bradford. Please note, a place in our Nursery does not guarantee you a place in our school. You must fill out this application form and submit this accordingly.

**Thank you for taking the time to read this information, if you have any questions please do not hesitate to contact us.**

**Brackenhill Primary School**

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**We look forward to getting to know you and your child when they start at Brackenhill Primary School Nursery.**