



HEBER
PRIMARY SCHOOL

All belong, all achieve.

Welcome to Heber School

Nursery Handbook

We would like to take this opportunity to thank you for choosing Heber School for your child and to welcome you to the Nursery. The Nursery team consists of a qualified Early Years teacher and two Early Years Educators who understand how young children learn and develop. There is also an Early Years Leader who is a port of call if you have any concerns or queries regarding your child's time in Nursery.

We aim to ensure that all children feel included, secure and valued within the class and the school as a whole. We also aim to provide rich and stimulating experiences, delivering the curriculum in such a way as to enthuse the children whilst meeting their individual needs, and gaining the right balance between adult-directed and child-initiated learning.

At Heber, we want to develop a partnership with you so that your child settles happily into school and makes steady progress in all the areas of learning. We need support to make this happen because each child is unique and therefore the settling in period will vary. Some come into Nursery as though they had been there all their lives, others take longer to settle. This is not a reflection of background or upbringing, but reflects the child's personality.

Please do not worry if your child takes a while to settle into their new environment as this is a major step for most children. Our staff have a great deal of experience in these matters and you will find that everyone is very helpful.

In our Foundation Stage we believe that young children learn best by exploring, experiencing and playing. The practitioners in the classroom observe and record what the child can do, give them time to practise new skills and respond to the children's needs in their planning. It is the job of the practitioners to ensure each child is making progress. We provide a rich learning environment comprising of both adult led and child initiated activities.

We want your child to develop independence and confidence and this booklet is designed to help you understand the school's aims and to support your child in becoming a motivated and successful learner.

The Curriculum

We plan according to the Early Years Foundation Stage. This is divided into the following seven areas of learning. These consist of three main prime areas and four specific other areas.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

- Literacy
- Maths
- Understanding of the World
- Expressive Arts and Design

Each area is separated into broad phases of development which lead towards Early Learning Goals by the end of the Reception year. We aim to support your child in reaching a level of development that will prepare them for their Reception year.

Key Worker System

The key worker is the member of staff who will build the initial relationship with you and your child when he or she starts school and will be able to answer any of your questions. Every key worker has a small group of seven to ten children in her care and keeps a special eye on their well-being and progress day to day. Key worker groups meet together throughout the week for phonics, stories, songs and games.

Session Times

Your child will be allocated either a part time place or full time (2 ½ days a week). The session times are:

- **Mondays – Wednesdays:** Mon/Tues 9am – 3.30pm & Wed 9am – 12pm = 2 ½ days
- **Wednesdays – Fridays:** Wed 12.30 – 3.30pm & Thurs/Fri 9am – 3.30pm = 2 ½ days
- **Full Time:** Mon – Fri 9am – 3.30pm

The Nursery day begins at 9.00am and Nursery children should enter via the Jennings Road Gate. As a school, we stress the importance of punctuality and ask that your child is brought by an adult on time. Your child is to be collected on time by an adult from the Nursery Playground. If someone other than the parent/carer is picking up your child, please inform the school office who will notify the class teacher; we will not allow children to leave with another person without authorisation.

Nursery Fees

You can now apply for 30 hours' free childcare. To apply, please visit <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>.

If you are not eligible for 30 free hours, you will be required to pay the full time fees. Please refer to your offer letter for costs. Please note that children in full time Nursery will also pay for school dinners.

School Dinners

If your child is attending the Nursery part time (2 ½ days a week) your child's school lunch is free. If your child is attending the Nursery full time (5 days a week) there is a cost to each meal. The cost of lunch for full-time children is £1 per meal.

Clothing

We encourage you to provide your child with the Heber school uniform which is available to buy from the office. The blue sweatshirts and white polo shirts are to be worn with grey/dark trousers, skirts or dresses. Children may wear grey/dark shorts or a blue gingham dress in Summer.

As physical development is an integral part of the Foundation Stage Curriculum, your child will not require a PE kit to change into for discrete PE lessons.

Please ensure that all items of your child's clothing including hats, gloves etc., and especially jumpers are labelled with their name. We recommend using a permanent pen or sewing in name labels. Your child will be provided with a labelled peg on which to hang their clothes. We do not take any responsibility for lost items. Lost property can be found through the school doors on the ground floor from the Lordship Lane Playground.

Outdoor Area

Children will have the opportunity every day to access the curriculum in our designated Nursery outdoor area. We ask that they bring appropriate outdoor clothing, particularly in cold or wet weather. In summer, please ensure they are wearing sunscreen and bring a hat.

Outdoor Learning Sessions

During the Summer Term, children will attend an outdoor learning session once a week in the woodlands at Alleyn's school. This promotes child-centred learning and is an excellent opportunity to encourage independence, exploration and problem-solving skills. The children will be taught how to explore nature safely and learn about the natural environment.

Your child will need:

- Coat / raincoat
- Old clothes e.g. trousers, t-shirt, jumper
- Appropriate shoes e.g. wellies, trainers
- Sun hat / sun cream (depending on the weather)

Phonics

At Heber we follow Monster Phonics Programme. In Nursery we focus a lot on Phase 1 of Letters and Sounds. To have an embedded knowledge of phonics the children need to be confident in distinguishing what sound is, the different types of sounds, but also rhyme. All of these skills will support your child when they are introduced to the sounds letters make. This is why singing nursery rhymes, songs and reading books is paramount to your child's development. These not only help their phonic knowledge but their language development also.

Food and Drink

Children are able to access fruit and water throughout the day. A personal water bottle can be brought in and put on the snack table. Please remember to label the bottle with the child's name.

Cooking Fund

Each term, we ask parents for a contribution of £6 per child to help buy food and ingredients for our cooking activities.

Medication

If your child has been prescribed ongoing medication such as an inhaler or medication for an allergy, a care plan must be completed with the school office. All medication will be kept in the school office. We can only administer prescribed medication.

Attendance

As with punctuality, we have a strict policy on attendance. If your child is absent from school for any reason, please contact the school office before 10.00am. On their return we may request a letter or medical proof stating the dates and reason for absence.

Illnesses

We follow NHS guidelines as to when a child should return to school after an illness to prevent the illness from spreading. For example, a child who has diarrhoea or vomits should only return to school 48 hours after the symptoms have gone. Please refer to the NHS guidelines or speak to the school office for assistance. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Toys and Money

Unless otherwise informed, children are not allowed to bring toys or money into school. If your child has something of interest to show the class, especially if it relates to the current topic, please inform their class teacher. Any items brought to school for this purpose should be labelled with your child's name.

Behaviour Management

In order to have a happy classroom, we have class charters which are written together with the children at the start of year. We ask you to help encourage your child to follow these charters. We have a positive approach towards behaviour management and believe that praise is key to a child's confidence, behaviour and attainment. A class reward is used for when the whole class are working together.

Home / School Links

We aim to develop and encourage home links, and welcome your help and support. If you have a particular skill or interest that you think the children (or we) would appreciate, then please let us know. Maybe you have some spare time in which you would like to come in and help, an extra pair of hands is always appreciated! You will be informed of the children's topics so if you think you could contribute then please speak to one of the team.

We value parent views on how your child is progressing, and to support this, we encourage you to fill in 'WOW' vouchers that are added to your child's learning journey books. These are a fantastic way of celebrating all of your child's achievements and things that they are proud of.

If you have any questions or queries regarding your child's schooling, please do not hesitate to talk to a member of the classroom staff, or Mrs. Piddington. We will be happy to help. We do however, ask that where possible, you talk to us at the end of the day so as not to disrupt the morning routine.

Supporting your Child's Learning

If you would like any advice on how you can support your child's learning, please do not hesitate to speak to a member of the Nursery Team.

Trips

We believe that visits outside school enrich and enhance the curriculum and endeavour to go on at least one a term. You will be informed of these trips and for any outside the local area, your consent will be necessary. Trips cannot take place without at least a 1:3 adults to children ratio.

PPA

All teachers are allocated time out of class for planning, preparation and assessment. During this time, the classes are covered internally by members of the Early Years Team.

The Power of 'Yet'

We believe that at Heber we support children in becoming independent and motivated learners. With a whole school focus on 'The Power of Yet' the children begin to embrace challenge and learn that you may not be able to do something, YET!

Emergencies

Please inform the school of any changes in contact details, in case of an emergency.

We really look forward to working with you and your family and once again thank you for choosing us.

Welcome to the Heber Family.

Rivka Rosenberg

*Headteacher
(Maternity Leave)*

Vanessa Kyprios

Acting Headteacher

Nicola Piddington

Foundation Stage Leader