



Parents' Nursery Handbook

Welcome to West Cliff Primary School

We aim to give every child the best possible start to their education. In April 2022 we had an Ofsted inspection that concluded that

This is a good school!

The report states:

There are high expectations for pupils at West Cliff.

The school is extremely inclusive and children are supported by patient, attentive and skilled staff.

Leaders develop pupils' character through programmes such as 'Taming Tigers' and other activities setting personal challenges and promoting pupils' self-confidence, resilience and self-esteem.

The curriculum design is strong in Early Years with activities set up to support social interactions and language development.

The reading environment of the school is motivating and displays enhance pupils' love of reading.

Leaders ensure that pupils have opportunities to engage in a wide range of experiences outside the classroom, being a 'Beach School' is a strength of West Cliff.

School Staff:

Head Teacher:	Mrs Kirsty Hird
Business Manager:	Ms Louise Richardson
Office Administrator:	Mrs Philippa Ward
Guppy Class Teacher:	Mrs Anna Wood
Teaching Assistants:	Mrs Joanne Cattermole Miss Liz Brookes
Other staff within setting:	Mrs Carole Brion Mrs Jessica Teare Mrs Donna Snedden

Early Education at West Cliff Primary School

We work with children from the age of 2 until they transfer to Primary School (usually the September following their 4th birthday).

3 and 4 Year Olds:

From the start of the term following their child's 3rd birthday they are eligible for 15 or 30 hours a week of free nursery education. Additional sessions can be paid for if required and are available.

Sessions run between 8.45am – 11.45am and 11.45am – 2.45pm.

We offer a choice of sessions, subject to availability. Parents are asked to fill in a parental agreement and choose their preferred sessions that are included within the welcome pack. Additional sessions above their 15 or 30 hours can be paid for and are again subject to availability. The charge for additional sessions is **£15.00**.

2 Year Olds:

We have a limited number of 2 year old places each session of the week. All Two year olds are now entitled to 15 funded hours a week, totalling 39 weeks per year. We only offer our 2 year old places for half day sessions and these are every morning.

How to apply for a place:

If you wish to apply for a place, simply contact the school by phone, e-mail or in person and ask for an application form. If you return the expression of interest form as soon as possible we will be in touch. You are welcome to look around our nursery and our school.

Paid Sessions:

If your child is unable to attend a paid session due to illness or due to family holidays, please be aware that you will still be charged for those sessions as they have been reserved for you.

Lunch:

If you wish your child to have a school lunch this can be arranged. You do not have to book these in advance just tell me each day what your lunch choices are. The charge for school lunch is **£2.00**. School lunch choices are run on a 3 week cycle and this information is on The My Child at School app, Tapestry and our Facebook page.

Daily Routines and Timetable

Start and finish of the sessions:

We have a flexible amount of time to bring your child into their session so do not worry if you have to drop off older children first. Help your child to find their name and place it in the box and hang up their bag and coat on their peg. You are welcome to stay and settle your child at any of the activities set up for the session and leave them when they are happy. You may want to look at their learning journey or take a few moments to chat to a member of staff with any picking up information or just a general chat.

It is also very important to let us (and your child) know who is picking them up. Please ring the school office to let us know if this has changed during the session, as again it is important we make sure we know who your child is going home with.

Safety of our whole school is paramount, so please could we ask that you not park for dropping off and picking up outside Guppy Class or the school. This is a whole school policy. Our parents are allowed to park in the West Cliff car park (Leisure Centre) with a parking permit, which can be obtained from the school office or please ask and we can get one for you. This permit allows you to park for free for 45 minutes in the morning and afternoon and at lunchtimes. Please help us to keep our children safe and park responsibly.

What each session contains:

During each morning and afternoon session your child will have a carpet time, where they will be provided with a portion of milk (or water) and a piece of fruit. We have various choices each day and this is an important part of our sessions where we work on taking turns, using our manners and talking about healthy food and drink. When the children are ready, they will also have a carpet learning activity with a group. Our younger children will be joining in songs and rhymes and simple getting to know each other games. Our Pre-school children will take part in early phonics and maths activities as the year progresses.

Toilet time:

Learning to use the toilet independently is some of the biggest learning that your child will take in Guppy Class. We have our own toilets and facilities within our classroom so this helps throughout the whole toilet training process, but please let us know if your child has any anxieties using the toilet so that we can give them extra support. We understand that not all children will be securely toilet trained when they start nursery, but we would encourage and support this transition. Many children will have the occasional accident during the sessions even though they may be toilet trained at home. This happens because the children are very busy and merely get very involved in their own play and activities. We have some spare clothes if necessary, but we would appreciate it if you could provide a spare set of clothes (including socks) in case this happens. Children are much more comfortable changing into their own clothes that fit them and that they are familiar with. It also helps any anxieties they may have because of the accident. If your child has borrowed any clothes we ask that you please wash them and return them as soon as possible.

Communication

There are many different ways to keep in contact with school and different platforms in which to do so. The following information should help you understand where and when information will be shared, received and responded to in Nursery.

School Office

The school is staffed from 8am to 4 pm Monday to Friday and any queried regarding payments, lunches, breakfast or after school club, dates and events can be addressed here wither by popping in or by ringing the school office.

MCAS

The My Child at School app is what everyone needs to be able to pay for lunches, any nursery charges, book onto breakfast club and Fun Club and book parent's evenings throughout the year. This app is also used to send out reminders and changes, to see the lunch menus and weekly newsletters. Letters will also be sent out on here where ever possible. You will also need this for additional purposes as your child goes into the main school for booking clubs, trips and other events. The office staff will be able to help you set this up.

Facebook and Messenger

Our West-Cliff Primary-School Facebook page is there to share any photographs of your child carrying out activities at school and when we are out and about within the community or on a trip. Our newsletter also is shared on here weekly too.

Our messenger service works from Facebook, under West Cliff Primary School,' where you can message a member of staff with any queries for them to get back to you. You can report your child as absent here too. Please be aware that during the day staff may not be able to respond during teaching time so if your message is urgent please ring the school office.

Information about your child's progress

Tapestry, is our online learning journey where we can share photographs with you on that very day, showing you your child's learning and also giving you the chance to like and comment. You may also upload your own experiences from home activities which will contribute towards a shared learning journey between home and school. All we need is your email address to get you set up. If there any questions about this, please just ask.

The Early Years Foundation Stage

Children in Guppy Class and moving forward into Puffin Class will be working on an education called the Early Years Foundation Stage, which covers children's development and learning from birth until the end of their first year in Primary School.

We offer a child centred approach to early education which is highly responsive to individual children and their family's needs. Research has shown that high quality early education can have a positive impact on a child well into their late teens. At West Cliff we believe that:

“Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.”

(Statutory Framework for the Early Years Foundation Stage)

We aim to make each child's early education experiences positive, happy and meaningful, igniting the desire to learn, find out more and continue lifelong learning. We wholeheartedly believe in a “can do, having a go” attitude that will stay with your child for life, emphasising the process rather than the end product.

We are committed to making learning fun and promoting a love of learning. We know that children learn best when they feel secure, happy and comfortable which is why we encourage children to experiment, explore, make mistakes and reflect on their experiences so they grow in confidence and independence.

Play is the vehicle for which children learn and access the curriculum and it is through play that children connect ideas, embed learning, consolidate ideas and make sense of their world and the wider world.

The nursery is set out into different areas where there is continuous and enhanced provision. Children's interests are reflected in our provision, and it is through such provision that we encourage children to think, talk, ask questions, explore, and solve problems independently and collaboratively. Our highly skilled practitioners are aware of giving children enough space to develop ideas for themselves but also when to dip into activities to extend and develop learning.

The Foundation Stage Curriculum is divided into seven areas of learning:

Prime areas:

Communication and language development involves giving children the 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.

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.

Specific areas:

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.

Learning in Guppy Class and what to expect

Messy Play

Water, paint, glue and gloop in various forms, are used regularly and some children like to investigate with their hands. We call this sensory exploration and it is part of their physical development. Although we have aprons for children to wear, sometimes children and their clothes get wet or messy so please dress your children in clothes that can easily be washed and that are not expensive or special. It is also a good idea to provide a spare set of clothes just in case your child gets very wet and we can easily change them.

Outdoor Play

We go outside in most weather conditions (as long as it is safe). Please ensure that you dress your child and provide them with appropriate clothing for the weather, including footwear so that your child will have access to all areas of the curriculum at all times. The front of our school has very limited sunshine and it is almost always windy, even if you think it is a warm day so please be prepared for this.

Relationships

Learning how to get on with one another and to be happy within a group is an important part of their learning. We support children in developing friendships and encourage them to think about the needs and feelings of others. Some children naturally get on with other and some children take more time. With your help we will encourage your child to talk to the grown-ups within the setting and help them to understand how to share and take turns and how to help others which are important life skills.

Independent Learning

Underpinning all our learning and provision is the key to all our practice, **The Characteristics of Effective Teaching and Learning**. These key principles form the basis of our ethos and approach in our setting and whole school. The setting has provision to promote these principles and promote your child's love of learning through their own direction rather than being told what to do or think by an adult. The main concepts here are:

Playing and Exploring – finding out and exploration, playing with what they know and finally a willingness to have a go at new experiences.

Active Learning – being involved and concentration, perseverance, even when things get difficult and finally having a sense of pride in their own achievements for their own sake.

Creating and thinking critically – having their own ideas, making links and finally choosing ways to do things.

Working in partnership with parents

We understand that parents and carers are children's most important and enduring educators so we put a lot of time and effort into developing close relationships. As we are one class, Mrs Wood will be responsible for all children, but all members of staff will be helping and supporting your children learn, so please feel free to speak to any member of staff with any concerns, worries or information that you wish to share with us.

You are more than welcome to stay with your child for a few sessions, even if your child has attended other settings, as this may help them settle into their new environment. We can also set up some taster sessions with you before your child officially begins their time at West Cliff and we can arrange this on a personal basis with you if this is appropriate. A home visit can also be arranged if you wish to take up this service and you feel this would benefit you and your child. If the staff do not know you or your child, then we will set these taster sessions up as a mandatory part of their transition to aid the settling in process for your child.

Some children settle in very quickly and others take longer. We may suggest shorter stays for the first few sessions. We are very adaptable and understand anxieties from both your child and from parents and we will work with you and your child to give them a start that works for everyone.

We regularly have opportunities for parents to join in with children's activities, for example, joining in stay and play sessions, joining in other special events as part of the whole school and during our termly open evenings. A report will be generated over the year with you and your child and all their learning and activities are observed and presented in their own personal learning journey, which is available for you to look at whenever you have time.

As our Nursery is on site there is regular visits from our Reception Class team making transitions into school as seamless as possible with the children already being familiar with the Reception staff and the Reception classroom. The staff will also be around throughout the year for you to get to know them too.

Extended Services

Guppy Class is part of the family of West Cliff Primary School and with that we provide the extended services and wrap around care provided for the whole school.

Children aged 3 and over are welcome to attend our before and after school club but will need to be independent in their toileting needs. Details of this extended care are included in your welcome pack. Please do not hesitate to ask if this is something you and your child would be interested in. Please note that this is not provided in the Nursery setting or with Nursery staff.

If you are entitled to the 30 hour funding, then the 6 hours per day will include the lunch provision in your funding. This also applies if you are taking the 15 hour funding which may include 2 full days. You will still be required to pay the **£2.00** if you wish your child to have a school lunch. You can only stay for lunch if you are booked in for the full day.

All children will now finish at 2.45pm. If you require wrap around services after school to tie in with other siblings within school finishing at 3.15pm we can provide this care for an additional charge of **£2.00**. This care will still be provided within the Nursery setting but the care would be provided by our Fun Club team and not the Nursery staff. Your child must be over 3 years old to access any extended care. Please inform the office or Nursery staff if you wish to take up any extended care. This charge can also be included in your funded hours if you have some spare.

If you require Fun Club services after this time you can access this from the age of 3 years and all the information can be found in the Fun Club booklet included in your starter pack. This service will be provided by our Fun Club staff with children from the rest of the school in the Fun Club setting from 3.15pm and can run until 5.15pm if needed.

Our 2-year-old children are not allowed to attend our extended services provision. We will ensure that our younger children with school siblings have access to morning sessions so that we can avoid the pickup gap for you at the end of the day as much as we possibly can.

Attendance and Illness

When young children are settling into school it is often appropriate to build up to the amount of sessions you want and we can work with you to arrange this. Once your child has established their place we keep this for the term. Each term we will send out the preference forms to fill in again and we will try and accommodate any new arrangements if possible. The minimum sessions that you may begin with is **2 sessions** per week. Any less than this does not give your child chance to build any relationships with the other children or the staff and we cannot plan as we would like for your child.

If your child is absent due to illness please contact the school and let us know why your child is poorly and how long you think your child may be off for. This helps us inform other parents if a bug or infection is going around. Please remember if your child has a stomach bug they must stay at home for 48hours after the last sickness. This is a whole school policy to prevent sickness bugs from spreading.

A decorative border of small yellow stars surrounds the entire page. The stars are arranged in a rectangular frame, with a slightly thicker line at the top and bottom edges.

Finally

We are positive that you and your child will settle quickly into life at West Cliff School and in our Guppy Class. We have an open door policy here and we will always be available to talk to whenever you need any help or support, and if we can't help will find someone who can! Please feel free to come and speak to us with any worries, concerns or suggestions and we look forward to working with you and your family.