

# Welcome to



## Nursery Information Booklet



# Welcome to our Nursery Class

Our address:

Holly Hill Nursery School,  
New Street,  
Rubery/Rednal,  
Birmingham,  
B45 0EU

Tel: 0121 675 8700

Email: [enquiry@hollyhill.bham.sch.uk](mailto:enquiry@hollyhill.bham.sch.uk)

## Meet our Nursery Teaching Team

Nursery Teacher: Mrs C Upton



Nursery Teaching Assistants:

Mrs C Hood

Mrs H Andrews



# Session times:

## Acorn Class



**Monday & Tuesday: 8:50am - 3pm**

**Wednesday: 8:50am – 11.30am**



## Conker Class

**Wednesday: 12.20pm – 3pm**

**Thursday & Friday: 8:50am - 3pm**

## Term Dates

### Autumn Term 2020

**Term Starts: Wednesday 2<sup>nd</sup> September 2020**

**Half Term: Monday 28<sup>th</sup> October to Friday 1<sup>st</sup> November 2020**

**Term Ends: Friday 20<sup>th</sup> December 2020**

### Spring Term 2021

**Term Starts: Monday 6<sup>th</sup> January 2021**

**Half Term: Monday 17<sup>th</sup> February to Friday 21<sup>st</sup> February 2021**

**Term Ends: Friday 3<sup>rd</sup> April 2021**

### Summer Term 2021

**Term Starts: Monday 20<sup>th</sup> April 2021**

**Half Term: Monday 25<sup>th</sup> May to Friday 29<sup>th</sup> May 2021**

**Term Ends: Monday 20<sup>th</sup> July 2021**

**Training Days: 2<sup>nd</sup> & 3<sup>rd</sup> September 2019, 14<sup>th</sup> February 2020, 1<sup>st</sup> June 2020, 20<sup>th</sup> July 2020**

# Our Christian Values

As a Christian school our vision is to promote 'Life in All its Fullness.'  
Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, gentleness and love.



## The aims of our Nursery School are...

- To create a positive learning environment where everyone feels welcomed, valued and happy.
- To provide a broad, balanced and creative curriculum that meets the individual needs of every child.
- To encourage and support each child as they develop and learn.
- To promote an understanding and tolerance of the needs, views and feelings of others through Christian values.
- To involve parents/carers in adopting an active role to support their child's education.





# Attendance

- If your child is ill please inform us by 9am on the first day of absence by phoning **0121 675 8700**
- If you know your child is going to be absent for any reason please ask for a '**notification of absence**' form.
- If you do not call and we are unable to contact you by telephone, school staff will need to visit you at home to check that your child is safe.

## Missing School = Missing Learning

Make the most of your child's education—bring her/him to school on time EVERY DAY

*Children are expected to attend school for at least 96% of sessions*

- Attendance of **96% or above** is regarded as **good**.
- Attendance **below 96%** is a cause for concern and **needs improvement**
- **Children with attendance below 90% are regarded as *persistent absentees*. This may lead to a fine being issued.**

## Did You Know....?

- **1 day** missed reduces your child's school attendance by **0.5%**
- If your child has **95% attendance** that means that they have missed **10 whole days of school. This is 2 weeks.**
- If your child is persistently absent (**below 90%**) they have missed at least **20 whole days of school. This is at least 4 weeks.**
- If your child is persistently absent (**below 85%**) they have missed **6 weeks** of school. **This is half a term.**

# Starting Nursery

Unfortunately, your child has not had the chance to visited Nursery – but don't worry if they, they will soon be familiar with the staff and the environment.



We have a short settling in period which helps children to get to know the staff and feel confident in the nursery environment. During the settling in session all the children will be attending for a limited amount of time.

The children will be encouraged to explore their new environment and to begin interacting with other children. If your child is reluctant to let you leave do not worry; a member of staff will be available to offer you support.

## What happens on the first day?

On your child's first day you will bring them into the nursery classroom, via the separate nursery gate. Mrs Upton, Mrs Andrews and Mrs Hood will be there to greet you and your child and show them to their coat peg and into the classroom.



The first day can be daunting for some children and therefore we ask that you are available to return to school during this session. Due to COVID-19 restrictions parents are not permitted to come into school, we will contact you if your child is particularly finding starting Nursery hard and you can take them home. The first session is 1.5 hours long. Times for this session are shown on the next page.

## What happens next?

Remember, all children are different and sometimes it takes a little longer for them to feel comfortable at school. Don't worry if this is the case, the important thing is that your child is happy. Mrs Upton, Mrs Andrews and Mrs Hood will keep a close eye on your child and let you know if we feel that your child needs more time to settle in.



## Settling-In Session Times



### Acorns class:

Date	Time	Duration	Details
Wednesday 2nd September 2020	9.15 am – 10.45am	1.5 hours	Just children to attend due to COVID-19 restrictions
Monday 7 <sup>th</sup> September 2020	8.50am – 3pm	All day	The children attend for normal full-day session.
Tuesday 8 <sup>th</sup> September 2020	8.50am – 3pm	All day	The children attend for normal full-day session.
Wednesday 9 <sup>th</sup> September 2020	8.50- 11.30am	2 hours 40 mins	The children attend for normal half-day session.



### Conkers class:

Date	Time	Duration	Details
Wednesday 2 <sup>nd</sup> September 2020	12.20pm – 1.50pm	1.5 hours	Just children to attend due to COVID-19 restrictions
Thursday 3 <sup>rd</sup> September 2020	8.30am – 3.00pm	All day	The children attend for normal full-day session.
Friday 4 <sup>th</sup> September 2020	8.50am – 3.00pm	All day	The children attend for normal full-day session.
Wednesday 9 <sup>th</sup> September 2020	12.20pm - 3.00pm	2 hours 40 mins	The children attend for normal half-day session.

**If you feel your child needs a more personalised transition programme, please speak to Mrs Upton.**



# Nursery Uniform

- Purple cardigan or sweatshirt with school logo
- White polo shirt
- Grey skirt, grey trousers
- Purple and white dress (for summer)
- Grey shorts (for summer)
- Sensible shoes that they can take off and put on by themselves (no laces please)
- Please bring in a spare set of clothes including pants and socks to keep on their peg in case your child needs to be changed.

**Please write your child's name on the label of their coat, jumpers, cardigans and hats.**



## Personal belongings

Each child has a named peg with their picture on it to help them find their coat. Please label all clothes clearly. There is a lost property box in the cloakroom.

**Please do not bring in toys to Nursery they can distract the children and children become upset if they lose them.**

# How can you help your child to settle in to Nursery School?

- Talk to your child before they arrive in September about their new Nursery and the fun they will have with their new friends.
- Encourage your child to develop self-help skills:



Using the toilet



Washing and drying their own hands



Using a knife and fork



Putting on their own coat



Putting on their own shoes



Wiping their own nose.

# How can I prepare my child for Nursery?

We all worry about how our children will cope with being at nursery for the first time – but there are lots of things that you can do to make it easier for them to manage.

## Talk about it

Talk with your child about starting nursery - and make it positive! Chat about the exciting activities and making new friends. We will be providing all new children with a welcome booklet which will have lots of photographs of the classroom and staff for you to look through and talk about with your child before they come to school. You could share some books from the library, or watch 'Timmy Time' on CBeebies, as it's really hard for children to talk about something that they have not experienced. Whatever happens, try not to pass your own worries on to your child as this will affect the way that they see coming to school.



## Using the toilet

We expect children to be able to use the toilet and clean themselves independently when they arrive at nursery. Children should not be coming to school wearing nappies or pull-ups unless in exceptional circumstances. Our toilets are toddler sized, so they quickly learn to be independent. We understand that all children have occasional accidents, so please don't worry if this happens. We have some spare clothes to change children into should they have an accident, however if you would prefer, please send spare clothes to keep on your child's peg. If you do have any concerns about toilet training, please speak to the class teacher.



## Dummies and Comforters

Speaking is an essential part of learning, especially in the early years. Dummies make it really hard to understand what your child is saying and have an effect on speech development. Therefore, we do not allow dummies in nursery. If your child still has a dummy, please use the summer break to wean them off it.



## Make sure they are ready for their day at nursery

Children are unsettled if they don't have everything that they need. Therefore, please make sure that they have the correct clothing. It is also really important that they arrive at school on time every day.

## Health Matters

In nursery we encourage children to understand how to keep healthy. We teach the children about how to minimise spreading germs by covering their mouth if they cough and using a tissue if they sneeze. We will re-enforce the importance of washing their hands properly after going to the toilet and before they eat anything - just as you do at home.

However, when your child starts nursery for the first time, they are exposed to lots of new germs and may well pick up illnesses. If your child is absent you must contact the school office by 9am on the morning of their first day of absence to let us know that they won't be in that day. If they are ill for more than one day, please make sure you call each morning of your child's absence. **If your child is absent and we are unable to contact school staff will visit you at home to ensure that your child is safe.**



**If your child has vomiting or diarrhoea, please keep them at home until they have been free of symptoms for 48 hours, to help prevent the spread of any infection.**



Sometimes children have minor injuries at school; our staff are trained in first aid and will treat them as necessary. If your child has a more serious injury or becomes ill while at school, we will contact you immediately.

**It is vital that you provide us with up to date telephone numbers so that we can contact you if we need to.**

## Medication



Sometimes children who require medicine are too poorly to be at school or are contagious. However, if this is not the case we can only administer medicine that has a named prescription label, and requires at least 4 doses per day. Please come to the office to fill out a medication form if your child needs medicine to be administered during school hours.

Sometimes, doctors can be asked to prescribe medicine so that it can be administered in fewer doses. If you have any concerns regarding medication, please contact the school.

## Asthma

If your child has asthma and requires an inhaler, please make sure that your child's inhaler and spacer is in school at all times; together with instructions for dosage. **All children with inhalers must also have a spacer in school.** Doctors will usually provide you with spare ones to keep in school. It is up to the parent to make sure that the medication is in date and has not run out. You will need to fill out an asthma permission form for us to store and administer your child's inhaler, this can be done at the school office. In the case of an emergency, i.e. a broken inhaler, the school has adopted use of a school-based emergency inhaler.



# Your Child's Day

Once your child is settled at nursery we encourage parents to hand them over to staff at the nursery door so that nursery does not become crowded as this can be unsettling for the children. There is always a member of staff at the door to greet the children and help with coats. Another member of staff is inside the classroom to help support the children to settle to activities.



We are keen to work together with you to support your child. However, unless it is a pressing matter, please keep non-urgent discussions to the end of the day when the class teacher will have more time to discuss matters with you. If something is troubling you, that can't wait, then please ring before the start of school and we'll do our best to sort it out or make an appointment so that we can discuss the matter further.



When children arrive in nursery, they will register themselves by collecting their photograph / name from the home time area and sticking it onto the emotions board in the classroom. They will then take part in child-initiated learning for a short period of time before coming together as a whole class, with the class teacher, for the register. As the term progresses, this carpet time will become a teaching time.

After this, the children will go back to their 'busy time' activities. These will mostly be child-led. The children use the resources provided by staff to learn through play. We will also have some adult-led activities; however, the main focus is child-initiated learning.



During the session, the children will sit down in their family groups for a drink and a snack before continuing their learning. We will come together again before lunch time and home time for circle and story time.



There are also plenty of opportunities for singing, stories, physical development and outdoor activities. So, when you ask your child "What have you done today?" – don't believe them when they say "Nothing."!



Please make sure that you are there on time to collect your child, but if you are unavoidably running late, please let us know so that we can reassure your child.

## How are we organised?

There are two nursery classes –Acorn Class and Conker Class. Within these classes, there are two family groups. Each of these groups is led by the teacher or teaching assistant. The children are usually in the same key group for the whole year; enabling them to build good relationships with their peers and key person. You will be notified which key group your child is in and who their key person is once the children have settled in.

The children come together as a whole class for some of our focussed teaching sessions, P.E. and at singing and story times.

For 'busy time' activities children have the opportunity to work independently, with friends and with adults.







# The Early Years



## Foundation Stage Curriculum

<b>A Unique Child</b>	Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.	<b>Characteristics of Effective Learning</b>
<b>Positive Relationships</b>	Children learn to be strong and independent through positive relationships.	<b>Playing and exploring – engagement</b>  Finding out and exploring Playing with what they know Being willing to 'have a go'
<b>Enabling Environments</b>	Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.	<b>Active learning – motivation</b>  Being involved and concentrating Keeping trying Enjoying achieving what they set out to do
		<b>Creating and thinking critically – thinking</b>  Having their own ideas Making links Choosing ways to do things

Area of Learning and Development	Aspect
<b>Prime Areas</b>	
<b>Personal, Social and Emotional Development</b>	Making relationships Self-confidence and self-awareness Managing feelings and behaviour
<b>Physical Development</b>	Moving and handling Health and self-care
<b>Communication and Language</b>	Listening and attention Understanding Speaking
<b>Specific areas</b>	
<b>Literacy</b>	Reading Writing
<b>Mathematics</b>	Numbers Shape, space and measure
<b>Understanding the World</b>	People and communities The world Technology
<b>Expressive Arts and Design</b>	Exploring and using media and materials Being imaginative



# Outdoor Play

Our Nursery Curriculum includes opportunities for the children to learn outdoors all year round. Please ensure you provide suitable clothing and footwear for your child to enable them to take part. Bring wellingtons for the Autumn and Spring term. In the Summer term ensure you provide a sun hat and apply sun cream before your child comes to Nursery.

## School Lunches & Snack time



All children are provided with a hot school meal during their full day sessions at Nursery. The children will go to the school hall and eat their lunch with their friends. The teaching staff will accompany the children at lunch time to continue to support children's learning during this important time.



There is no need for you to send any food or drink in with your child. For snack we provide milk, water and fruit each day free of charge. If your child has any allergies, please be sure to inform us at the start of term. Your child will be provided with a water bottle which will be kept in school. The staff will ensure it is cleaned and filled with fresh water daily, so that the children have access to a drink of water whenever they are thirsty.

# Sharing your child's learning

**We encourage parental involvement by inviting you to join us for workshops and open sessions.**

We like to keep our parents up to date with activities in school through half termly newsletters and letters home. Please make sure you ask your child to empty their drawer at the end of each session.

We have half-termly parent open afternoons. These are informal and relaxed. We invite you to Nursery School to look at your child's Learning Journal and chat with your child and the Nursery Staff about all of the exciting things your child has been learning.

We observe children's play regularly and write about the things that they have learned. We take photographs using a computer program called 2simple on our iPods. Your child's Learning Journal is available for you to look at. We like to share the things that your child has learned in school as well as at home; please make sure you tell us about the things your child learns at home so that we can celebrate them.

## Some ways that you can help your child...

**Make time to listen to your child**

**Talk with your child**

**Encourage your child to ask questions and respond to their questions**

Develop your child's independence and fine motor control by encouraging them to put on their own coats and shoes.

Encourage your child to look at and read books with you so that they learn to use and look after books.

Use libraries, read road signs, names, cereal boxes, TV adverts etc. this will help your child to find reading easier and more enjoyable.

When you are out and about talk to your child about numbers, position and comparisons; count the red cars, how many items are in the shopping basket? Is the grass long or short? Is the book on the highest shelf? Is there a ball under the bucket?

## Behaviour

Children's emotional well-being and their behaviour are central to the learning process and are intrinsic elements of education. Supporting children's emotional intelligence and well-being will help them to manage their behaviour more effectively and will contribute to improved learning.

The Christian values of forgiveness, respect, kindness, gentleness and tolerance are at the heart of our approach to behaviour.

In our Nursery Class we encourage children to think about looking after themselves, each other and our indoor and outdoor classrooms.

Staff will encourage children to think about the following;

- How we keep safe
- How we can be kind
- How we can be helpful
- How we can take care of ourselves, our environment, our belongings and each other
- How we listen and take turns

For more information see our school's Behaviour Policy on our website.

# Child Protection and Safeguarding

*“Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.”*

*Ref: Statutory Framework EYFS page 13*

At Holly Hill Methodist/Church of England Infant and Nursery School we want our children to feel safe, have fun and experience success. This school is committed to safeguarding and promoting the well-being of all children, and expects our staff and volunteers to share this commitment. Safeguarding is everyone's business. It is essentially about keeping children and young people safe from harm and more specifically safe from abuse or neglect. Our Safeguarding Policy acts as an overview and an 'umbrella' to a set of policies which have been developed and implemented to secure the safety of children in the School. All policies are available to parents on request from the school office.

If you are concerned that a child has been harmed or is at risk of being harmed please speak to **Mark Carr, Deputy Headteacher** who is the Designated Safeguarding Leader with responsibility for all Child Protection and Safeguarding matters. In his absence **Michelle Watts, Kate Jones** and **Charlotte Taylor** are the deputy Designated Safeguarding Leaders.

Information may be shared with children's services agencies for the protection and well-being of the child.

## Parent Link Worker

Our Parent Link Worker and Learning Mentors, Denise Harris and Michelle Watts are available for advice and support and can signpost parents to different courses and services available including those at Frankley Plus Children's Centre. They are here to help you and you will find them in school by the main front office. Pop in and have a chat. We work closely with the School Nurse and many other professionals to provide a range of services to support our children and families.

If you have any concerns about your child's health, sleeping, eating, toileting, behaviour, learning, development, speech or any other matter, then please speak to your child's class teacher or make an appointment to speak to one of the Learning Mentors. Your child's Class Teacher will be able to offer advice and sign post you to someone who will be able to offer you further support if this is needed.

## Governing Body

Our school has a Governing Body, which includes parent representatives. Elections for parent representatives will take place during the Autumn term. If you are interested in becoming a parent governor please let us know.

## Changes in circumstances

Please let us know if there are any changes of circumstances at home (long or short term). These may affect your child's behaviour/well-being in school and it will help us to support them if we know what is happening.

# Thank you for choosing Holly Hill Church School



Thank you for reading our nursery information booklet. We hope you found it useful. If you have any questions or queries about your child starting Nursery School then please do not hesitate to contact the school office on

**0121 675 8700**