

Draft Policy: Dec '23

Policy on Routine
Ratified by B of G on 6th Feb 2024

Acting Principal: Mrs Kielty



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Holy Child Nursery School

Routine Policy

Holy Child Nursery School is committed to nurturing learning for life, to promoting independence and providing a safe and secure learning environment for all pupils. All play provision has been carefully planned to engage and motivate and each play area, both indoors and outdoors, provides visual routines to help foster and encourage independence. Throughout the school day routines are well embedded to help the children become increasingly independent. Visual schedules are used every morning to discuss the day ahead with the children.

Morning & Afternoon

We continue to offer a staggered start time and a staggered collection time. Each morning children and adults are welcomed into our reception area, a relaxed and calm environment, where staff engage with children, parents and carers.

In the afternoons children can be released safely to their guardian without being rushed.

Drop Off Time: 8.45am - 9am

Collection Time: 1.15pm - 1.30pm

Morning Routine

Children and parents/carers are welcomed into our reception area.

Children are encouraged to;

- Hang up their own coat and say goodbye to their guardian
- Go to their assigned 'Meet & Greet' area
- Move their symbol on the registration board.
- Say their morning prayer and sing their good morning song with their teacher.
- Discuss the daily schedule
- Go to play

This level of consistency helps children settle into nursery school and feel secure.

Snack Time

It is the policy of this school that an informal snack time is provided each day and is set out in the hall with a classroom assistant to support communication and independence. This ensures that play is not interrupted.

Milk/water are provided each day with a selection of healthy foods e.g. fruit, plain biscuits, cheese, crackers, vegetables, and various breads. The children are given opportunities to experience new tastes.

A member of staff is always on hand to supervise and to encourage interaction between children and adults, and children with other children, and so help to develop social and language skills.

Snack Routine

Children are encouraged to;

- Wash hands before going to the snack area
- Place their snack symbol in the box
- Choose own drink and pour independently
- Choose food and serve onto side plate using tongs
- Sit and eat with peers
- Clear away plate/cup to trolley
- Wipe down their table and push in their chair.

Dinner/ Lunch

Holy Child Nursery School offers full-time places and school dinner/lunch is an integral part of the daily routine.

It is a relaxed and pleasurable experience where meaningful interaction between children and adults takes place, thus developing social and language skills.

Fine motor skills are developed with the use of knives and forks.

Children develop independence skills when tidying away at their area.

Dinner is a well-balanced, nutritious, and appealingly presented meal.

Parents/carers are encouraged to recognise eating together as another learning experience for their children.

Staff encourage appropriate mealtime behaviour and table manners throughout.

Parents/carers are invited to send a packed lunch into school with their child if they choose to do so. We encourage a healthy and well-balanced lunch in school.

Dinner/Lunch Routine

- All children are seated for story and rhyme time whilst tables are being set for dinner

After quiet time children are encouraged to;

- Wash their hands
- Find their placemat (identified by each child's symbol), sit down and match cutlery to the image
- Say *Grace Before Meals* together
- Wait calmly for staff to serve dinner. A choice of milk or water is offered
- Eat as much of their dinner as they can and attempt new foods. Staff encourage and praise. Second helpings of the main meal are always given.
- Tidy away plates and cups when their table is called
- Wait calmly for dessert to be served
- Tidy away desert bowls
- Leave placemats at the sink
- Say *Grace After Meals* together

If a child is having lunch, staff will encourage him/her to access lunch with as much independence as possible but offers support when necessary. Staff provide milk or water for lunch children. Staff encourage children to pack away unfinished lunch and put rubbish in the

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bin. Lunch children sit at a table together and participate in most routines with the dinner children, eg, hand washing, finding a place mat, prayer time, etc.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.

Agreed at the Governors Meeting on 6th Feb 2024

Signed: **Mrs Sharon Mc Gleave** (Chair of Governors)