



## **Essa Nursery Prospectus**

### **Welcome**

Welcome to Essa Nursery this booklet is to help you and your children settle into Essa Nursery smoothly. Families who may wish to send their child to Essa Nursery may arrange a visit by contacting the nursery on

01204 333 221 or alternatively email at [claire.thompson@essanursery.org](mailto:claire.thompson@essanursery.org).

### **Our Mission**

I believe that its our mission is to ensure that all children are treated fairly equally and to enjoy their early years education, to be able allow children the time and independence with the right support and guidance when and where necessary.

Foster children's ambitions, celebrate their successes and to provide an equality for all pupils. For children to reach their full potential, to be happy, healthy and confident individuals.

We aim to achieve our mission by providing: -

- A welcoming, stimulating and safe learning environment.
- Explore and learn through play
- An environment, which supports individual children's learning and delivers a respectful and a valued approach to all children.
- A rich provision, which enables children to develop their personalities talents and abilities irrespective of ethnicity, culture or religion, home language, family background learning difficulties disabilities or gender.
- Which encourages pupils to be happy, confident individuals, who are actively engaged in their learning and are progressing in their personal development

- Expert qualified and dedicated staff delivering a high standard of Early Years Education with the support from a qualified early years teacher.

### **Nursery Team**

The Nursery Manager /Teacher of the nursery has ultimate responsibility for the Nursery. The Nursery is staffed by full /part time qualified nursery nurses who are also pediatric first aid trained.

The nursery has team approach and all members of staff are here to support all families not just the children in their key groups.

### **Admission Policy**

The Nursery Manager will manage all admissions and applications for the nursery.

Essa Nursery is a private day nursery attached to the Essa Academy, caring for girls and boys from aged 3-5 years. Up to 30 places per session is available term time only. Admission is subject to the availability of places and a waiting list is operated for all age groups. Many of our children continue on to be educated at Essa Primary, although there is not an automatic transition for children who attend Essa Nursery.

Admission to Essa Nursery is influenced by availability, children already attending who wish to have additional sessions, siblings, and the Equal Opportunities and Anti-discriminatory Policy. Applications are considered all year round. Priority will be given to families moving into the area with siblings applying to other schools and also within the Academy and to siblings of current Pupils.

Girls and boys attending Essa Nursery do not have automatic entry to Essa Primary. Please note: Having a place in a Nursery class **does not** guarantee admission to Essa Primary School.

The admissions procedure for all Bolton schools is at Bolton Council please find the link below to guide you through the admissions procedure.

<http://www.bolton.gov.uk/website/pages/Primaryschoolplaces.aspx>

## Information for Parents/Carers

Please free to discuss any queries etc. each day you drop off or collect your child from nursery also our nursery website and information link is an alternative way to access any information. Also please check our notice boards in the cloakroom and for any ongoing information.

Newsletters are sent home each week/ term informing parents of how they can help support their child's care and education.

## Key Person

In line with the requirements of the Early Years Foundation stage, all children in the Nursery will have a named Key Person. The Key Person will support each child's settling in time and also will support the individuals learning journey by making observations and assessment for the child each time they attend and this will be shared to parents at the end of each day. Here at the nursery and in the reception classes we use Tapestry an online learning journal that parents can access from home. The key person and will form a close relationship with the child and their family so if any concerns or queries you have the one person who understands your child's interest and needs.

## Opening times

<b>Morning Session:</b>	8.55am - 11.55am
<b>Afternoon Session:</b>	12.45pm - 3.45pm
<b>Breakfast Club</b>	8.30am - 11.30am
<b>Lunch Club</b>	11.55pm – 12.45 pm

## Arrival and Security

The safety of every child is our priority. Please be careful on the school car park and always use the public paths provided. A responsible person must bring your child into the grounds of the Nursery. Children must not be left at the Nursery gate and instructed to go into Nursery unaccompanied. As you enter the Nursery, a member of the nursery team will greet you, there are coat hooks provided in the entrance area with a picture and your child's name so they can identify there own coat pegs. Children should be encouraged to hang their coats up themselves.

When collecting children from the Nursery, please gather near the entrance area and wait for us to send the children to you. This procedure is followed to prevent the risk of children slipping out unnoticed. If someone other than yourself collects your child or the regular person designated by yourself, please let us know in advance. And password must be provided to the person collecting. This is the password that is provided on your own personal information forms. Nursery children can only be collected by a person who is 16 years of age or older. Please ensure you are on time to pick your child up or the collection charge will be added to you fee bill, you will be ask to sign the collection form to confirm that you have agreed to this payment.

### **Behaviour**

As part of the children's Nursery education, children are supported and encouraged to understand social boundaries and to understand what is acceptable and what is not. At all times children are encouraged to facilitate alternative solutions to resolve conflict and to try and understand the reasons why this is not tolerated but also to support children to reflect on their own actions.

We like to work in partnership with our parents looking at age and stages of development of the individual child and use strategies that can be used to support behaviour management at nursery and at home.

### **Illness/Absence /Health/Medication**

An attendance register is kept daily and we would appreciate a phone call on the first day of absence if your child is unable to attend for any reason.

If your child is ill please keep him/her at home, not only for their own sake but also for the health and welfare of others, both children and staff. A copy of the Policy on illnesses is displayed on the nursery website.

If your child suffers from hay fever, asthma etc., then inhalers must be kept in school - please inform us if this is required.

Normally we cannot accept medicines in Nursery, so if your child is taking medication it is best if he/she stays at home. Similarly, if your child is not well enough to play outside, we request that he/she stays at home, as outdoors play is a central part of the Early Years Curriculum.

Please make sure that you have provided an Emergency Contact details. In the event of accident or illness every attempt is made to contact parents as soon as possible. It is therefore very important that this information is kept up to date.

## **Accidents and Incidents**

If an accident or incident occurs at home with your child please inform staff so that the relevant forms can be completed. When minor incidents occur at nursery again the relevant forms will be completed an accident form or an incident form as parents you will be required to sign these as will the nursery manager as these will be to kept on the child's personal record as require by OFSTED. If a major incident were to occur parents would be contacted immediately.

## **Policies and procedures**

At Essa nursery policies and procedures will be available on hard copy as well as electronic, these will be available at the nursery please ask a member of staff if you wish to discuss or have a copy of any policy

## **Safeguarding**

At Essa nursery our main concern is the welfare of the children and needs of all children in our care. We are committed to safeguarding and promoting the welfare of all children. If a member of staff suspects any form of abuse or if a child makes disclosure of abuse then the member of staff will nominate the safeguarding officer and who will then contact the local safeguarding board and the LADO. The safeguarding policy is always available and the staff members will only be told on a need to know basis. The safeguarding officer at the nursery is Mrs Claire Thompson Nursery Manager.

## **Learning journeys and the EYFS Nursery education.**

The child's key person is responsible for completing the children's development files following the prime and specific area of learning.

### **Three Prime Areas:**

Communication and Language

Physical

Personal, Social and Emotional

## **Four Specific Areas:**

Literacy

Math

Understanding the World

Expressive Arts & Design

## **Learning**

The EYFS sets out what we do to make sure that your child learns and develops. It promotes teaching and learning to make sure all children have the skills to get them ready to progress through school and future life. We will make sure your child's individual needs are met through the EYFS.

Your child will be assigned a Key Worker when they start at Nursery. You will be told their name and their role. The Key Worker is there to make sure that your child's learning and care is tailored to meet their individual needs. They will also support you in giving you ideas on what learning you can do at home with your child.

We cater for the individual needs, interests and stages of development of each child in our care. We will focus on the following three prime areas, which support learning in all other areas.

Assessing your child's progress, help us to understand their needs and plan their activities. Each child will have two important assessments before the end of the EYFS.

The first assessment will be when they are between two and three years old and the second in the final term of the year in which your child reaches the age of five.

- Two Year Checklist
- Profile stage assessment

## **Complaints procedure**

At Essa nursery we take all complaints or concerns very seriously. In the first instance please contact the Nursery Manager - Mrs Claire Thompson. If you feel the matter has not been resolved please put your concerns in writing and they will be passed to the CEO of the academy where they will look at your concerns as a matter of high importance

Alternatively you can contact Ofsted on

0300 123 1231

Piccadilly Gate

Store Street

Piccadilly

Manchester

M1 2WD

## **Key person**

Here at Essa Nursery we operate a key worker system, which means that a named member of staff will be assigned to the child. This member of staff will provide continuity throughout your child's stay at nursery where they will be responsible for your child's needs and development and can be approached on a daily basis. The key person will work alongside your child, individually, in small groups as well as part of the whole group and will make observations on the child to build up a portfolio of development which will include your child's interests and needs.

The key person will also be the person as well as the other members of the nursery team who will settle your child into assessments and talking to parents on a daily basis and parent's evenings.

## **Uniform**

The Essa nursery uniform helps children feel like they have a sense of belonging.

### **All children need:**

- Emerald green crew neck jumper
- Bright yellow Essa nursery polo shirt
- Sensible shoes
- Warm coat
- Children to provide wellington boots all year round as outside play is an integral part of learning here at Essa Nursery

Please speak to the nursery manager regarding ordering your child's uniform.

### **What Will My Child Learn At Nursery?**

All activities are planned to stimulate your child's overall development.

To aid the transition from home to Nursery and from Nursery to Reception class To provide a planned, positive environment where the needs of each individual child can be met, allowing them to make a positive contribution, enjoy and achieve their full potential

To provide a challenging environment, which ensures children, are well motivated and equipped to be effective learners .To provide a safe and secure environment that is supportive to emotional health and well being

To promote and enhance the spiritual, moral, cultural, intellectual and physical development of children In line with DfE Early Years Foundation Stage Curriculum

Your child will be learning through play, as play is a young child's 'work'. Each day your child will enter a carefully structured and stimulating learning environment. For the major part of each session your child will be free to join in all the activities provided. Children are encouraged to move freely within the learning environment. The opportunity to plan their own day promotes independence and is the beginning of decision making for life. However, children will also be encouraged to participate in particular activities to ensure that they are progressing well at their own level and to ensure that they are becoming involved in all areas.

Outdoor play is offered on a daily basis, this allows for exploration of a natural environment and provides further opportunities for learning in all curriculum areas.

Please do not expect your child to bring something home everyday - many activities do not have an 'end product' but are to do with learning new concepts and language. Please praise anything that your child does bring home.

## **Prime Areas**

Communication and Language development involves giving children 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

## **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 and to describe shapes, spaces and measure

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 & technology

Towards the end of the Autumn and Summer Term your child will be given a written summary of how they are progressing against three prime areas of learning:- Communication and language Physical development Personal, social and emotional development If your child is in the Two-Year-Old unit, this assessment is called the Two Year Old Progress Check. You will see the Nursery staff on a daily basis and be able to talk frequently about your child's progress. There will be open evenings during the course of the year when you will have the opportunity for a more formal discussion.

## **Before Nursery**

Teaching children to be independent is given high priority.

- Before your child starts in the Nursery Class it would help if they are able to do the following unaided:-
- Use the toilet properly and flush it (including being able to undo own trousers and wipe themselves)
- Wash and dry own hands, automatically, after visiting the toilet
- Use a handkerchief/paper tissue
- Take off his/her own coat and hang it up
- Dress and undress themselves - obviously help will be provided but children's learning follows fewer disruptions if children are self-sufficient.
- Tidy/clear away own toys and be prepared to share and take turns. If your child can do these things they will feel happier in school

## **Settling In**

We understand that, for a young child, the first break from home can be an anxious time. The transition from home to school may be easier if your child has already experienced short periods of time without you - at Grandma's, at a childminder's etc.

Even if your child has been keen to come to Nursery, do not expect them to settle immediately. The Nursery has a friendly, informal atmosphere and, hopefully, we will be able to overcome any initial difficulties together. Try not to let your child see if you are anxious about the separation - they will sense your feelings and a relaxed attitude is the best approach.

You and your child will have an opportunity to visit Nursery and meet staff before your child starts to attend. For those families new to the nursery, we offer a programme of home visits if required. These are informal in nature and our aim is to introduce you and your child to the school in the secure environment of your home.

## **Helpful Activities to Help Your Child Settle In**

For you and your child to do together:

Talk together about Nursery - friends, games, and activities etc.

Remind them of names of staff in the Nursery

Remind them that although you will leave them you will come back

Your child may want a lot of attention from yourself during the first few weeks

Children learn a lot from talking - they learn to communicate with other children and adults, and will not be able to learn to read and write until they are able to talk easily to others. Talking means speaking with, listening to, answering and asking questions. When your child asks questions, answer them simply, clearly and truthfully - try to introduce new words.

### **Parental Involvement**

Good home-nursery links are a vital part of your child's settling in period. We welcome you as partners in the education of your child. You are the expert on your child and can help us to get to know him/her. Parents are invited to help in the Nursery - usually our helpers are mums, but dads or grandparents would be equally welcome. Help may be required with baking, playing board games, working on the computer, woodwork etc.

### **Links with School**

The Nursery Class is an integral part of the ESSA primary school it is involved with various school activities throughout the year and implements the school policies.

Towards the end of the school year children visit the Reception Class to meet their new teacher. This is to help prepare them for the transition into school. They also visit the dining hall and meet the dinner ladies.

### **Finally**

We would like your child to enjoy all the benefits the Nursery has to offer - enjoy it with them because it will pass so quickly. We hope that we can work together to build on the start you have already made, to give your child high quality educational opportunities.

If you have any problems, worries or doubts please do not hesitate to speak to the staff that will be only too willing to help.