

Welcome to

**Sandringham  
Infant and Nursery  
Academy**



## An Introduction to Nursery

We are delighted that you have chosen Sandringham Infant and Nursery School for your child's pre-school education.

We are really looking forward to working closely with your family to give your child the best possible start to their educational journey.

We hope that this handbook will be useful as your child starts Nursery and hopefully will be a valuable reference throughout your time with us.

Our staff will be happy to answer any questions that you may have so please do come and ask.

We are fortunate to have a highly experienced team of practitioners who work across Nursery and Reception to form our Early Years classes. The classes work closely together to ensure we are providing the highest quality teaching and learning opportunities within the Early Years Foundation Stage Curriculum.

Ladybirds and Butterflies Nursery classes meet in their own classroom which is situated within the school. We have a spacious outdoor learning environment which is easily accessible from the classroom.



## The Early Years Team

Mrs Warner and Mrs Robinson are the Nursery Teachers and they are supported by a team of Early Years practitioners.



**Mrs C Warner Ladybirds Class**  
Monday – Wednesday am



**Mrs E Robinson – Butterflies Class**  
Wednesday pm - Friday



**Miss E Hardy-Trodd**  
Early Years Lead &  
Reception Teacher



**Mrs S Cable**  
Nursery  
Administrator  
& DDSL



**Mrs A Johnson**  
LSA



**Mrs D Brugada**  
LSA



**Mrs Z Turner**  
LSA



**Mrs D Diffey**  
LSA

## The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) outlines the learning and development of children from birth to the end of Reception. Its principles are based on the recognition that young children learn through play and active learning.

### **The EYFS has 4 Key Principles:**

**A Unique Child:** Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive Relationships:** Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

**Enabling Environments:** The environment plays a key role in supporting and extending children's development and learning.

**Learning and Development:** Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and interconnected.

Within the theme of **Learning and Development**, there are **7 areas of learning**. These are called "prime" and "specific" areas:

### **The PRIME areas are:**

Communication and Language

Physical Development

Personal, Social and Emotional Development

### **The SPECIFIC areas are:**

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

The prime areas are the focus for healthy development of pre-school aged children and are the foundations of our learning in Nursery. Children at this young age are in a period of rapid physical and intellectual change and we consider that all children should be developed to their full potential.

## **Assessment**

Once the children have settled into nursery, we will find out what they know and can do and use this information to help develop an individual learning programme for each child. This will be done through discussion at home visits or over the phone, and through tasks and observations in Nursery.

### **Collecting Evidence for the EYFS Profile**




Each child has their own online learning journal, run through a program called **Tapestry**. The journal collects evidence of child-initiated learning and adult led activities through photographs, videos and note observations of your child. Together with more formal assessments during adult directed activities, this creates a complete picture of your child's achievements. Parents are asked to contribute to their child's Tapestry account once the journals are sent out LIVE in the Autumn term. We will discuss this with you nearer the time.

In Nursery, our weekly timetable is flexible and changes over the year as the needs of the children change. In the EYFS, there is a balance of learning through child-initiated and more focused adult directed activities. Progress is monitored through on-going observations and assessments. A great deal of the assessment in the EYFS looks at what your child can do independently and when they are engaged in activities of their choice. Evidence of this is collected through carefully planned observations. Further assessment also takes place during adult directed activities. This then informs next steps for children as individuals, and for the larger group. The children's learning takes place through a topic related to their everyday life for e.g. Pets, Emergency Services, Families, Festivals etc.

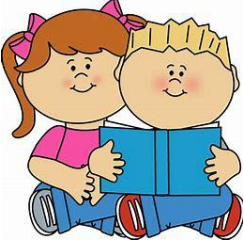



### **Assessment**






If your child is 2 years old at the time of starting Nursery, we are required to complete a 2-year-old check with regard to their physical, social, health and well-being.

## Important Information - Quick Guide



<p><b>Nursery Day</b></p> 	<p><b>9.00 (8.45 on Wednesdays)</b> Nursery begins – self-registration and table top activities indoors  <b>9.30</b> Carpet time – including day of the week and weather song, visual timetable, singing, counting and daily input  <b>9.45 -11.30</b> Morning Session – free flow learning through play indoors and outdoors  <b>11.45</b> Lunch in the school hall with Reception  <b>12.15</b> Quiet table top activities indoors/phonics  <b>12.45</b> Carpet time – number focus, singing, topic introduction  <b>1.00 - 2.15</b> Afternoon Session – free flow learning through play indoors and outdoors  <b>2.30</b> Story and getting ready for home – home time song  <b>3.00 (3.15 on Wednesday)</b> Home Time</p>
<p><b>What you need to bring</b></p> <p><b>(Please name every item of your child’s clothing)</b></p>  <p><a href="http://www.mynametags.com">www.mynametags.com</a>  <b>PTA code: 34655</b></p>	<p>Named backpack with spare clothes, nappies and wipes (we have nappy bags)          Named spare clothes should include underwear, socks, leggings or joggers, t-shirt and jumper          Named waterproof coat          Named packed lunch in a bag they can carry (not a box)          Named wellies (these will stay in Nursery all term)          Named Velcro shoes...no laces please as the children will be learning to take them on and off themselves          No water bottles needed nor snack (water and snack are provided by us)          Little Badgers Library bag (not statutory)          To help with separation and transition, we suggest attaching a photo key ring of your family to your child’s backpack. This provides a nice link between home and Nursery as well as helping your child to find their backpack until they are able to recognise their name peg. Please do not send in any toys or precious items with your child to avoid these getting lost.</p>
<p><b>Outdoor Learning</b></p> 	<p>We have a vast range of resources available for outside activities; this enables the children to extend their learning and includes all areas of the curriculum. Our Early Years outside area is accessed by the Nursery and Reception children. This allows the children to have an outside area to work in that is always available. The area is safely fenced and there are always a number of adults out with the children. It includes a sand pit, water area, digging area, mud kitchen, physical track for bikes and scooters, creative table, imaginative role play area, construction area, writing area and a maths area. We use the outside area as much as the indoor area to appeal to all children’s learning styles. Children will get messy; please dress them appropriately. They will change into wellies when using the outdoor area.</p>



<p><b>Library</b></p> 	<p>All classes have a timetabled session in the library as part of learning time. During these visits, the children have the opportunity to look at books individually or as part of the class as a means of sharing books. We have a computerised system that the children are able to take books out of the library to bring home. Children will be unable to take new books out until their previous one is returned. We recommend children have their library book in their Nursery book bag all the time, in case we change library sessions occasionally to suit our weekly timetable. Nursery book bags are available to purchase at Brenda's School wear in Frimley or via Sarah Cable in our school office.</p>
<p><b>Writing</b></p> 	<p>Your child will be encouraged to experiment with his/her own writing. There are a number of activities available for this to happen during the day. These include the writing table with opportunities to trace, draw, stencil and make marks, as well as the imaginative play area which changes its theme e.g. home corner. Activities in the sand, physical and malleable areas also allow the children to help develop their motor skills to aid pencil control. We will give each child a name card and when they are ready, they can begin to learn how to form the letters in their name. We teach the children to write their name in lower case letters not capitals (a green dot shows them where to start and a red dot shows them where the letter ends). We will send a copy of this name card if you would like to practise this at home.</p>
<p><b>Snack</b></p> 	<p>Nursery will provide snack for the children each day. The snack bar opens in the morning; there is a choice between 3 items, for example fruit, vegetables or crackers. Milk and water are offered as a drink. Water is also available throughout the day. The children do not need to bring in water bottles with them (the children are still very young and cannot recognise their names so water bottles are easily muddled! This avoids any cross-contamination).</p>
<p><b>School Dinners</b></p> 	<p>The children can stay for lunch depending on their session - Monday and Tuesday (Ladybirds Class) and Thursday and Friday (Butterflies Class). They sit in the hall with the Reception classes and staff from Nursery. They have the choice of school dinners or packed lunches. School dinners need to be paid online via Scopay – you will find details of this within your pack. Families can select from a red meal (usually meat), green meal (vegetarian) or a yellow meal (hot snack... i.e. jacket potato). Meals are selected at home ahead of each week and run on a three-weekly cycle - please see menu already sent home or on our website. We want to encourage the children to learn to make their own choices; please can you look at the menu together with your child at home and help them to choose what they would like to eat for dinner. This is really important to help avoid any unnecessary upset at lunchtime. We want lunch times to be a positive eating experience for all.</p>

<p><b>Packed Lunches</b></p> 	<p>We are a healthy school and encourage healthy meal choices. No sweets or fizzy drinks please. Please be mindful that in the early days as your child settles into Nursery, it may take them a long time to eat their lunch. Please keep this in mind when packing items in their packed lunch box and ensure that the portion sizes are manageable for your child. We have a number of staff and children with severe allergies via touch as well as ingestion – please do <b>NOT</b> include any nuts or nut products including cereal bars, chocolate spread (Nutella), peanut butter etc. The children will carry their own packed lunch box into the hall so please ensure that this has a handle and can be easily carried by your child.</p>
<p><b>Toileting</b></p> 	<p>Children do not have to be toilet trained before starting Nursery. We ask that families provide spare nappies and wipes for children that need them. When you start to toilet train, we ask that you let us know so that we can support you and your child. We have a designated nappy changing station and follow set procedures outlined in the intimate care section of our Welfare Policy.</p>
<p><b>Home-School Liaison</b></p> 	<p>The Nursery teachers will arrange a short home visit with your child prior to starting nursery. This will hopefully be arranged at a time that is mutually convenient. This visit will give you the opportunity to talk to the teacher about your child's readiness for nursery. It will also give you the opportunity to ask any questions that you have.</p>
<p><b>Communication</b></p> 	<p>The staff work hard to communicate well with home. We send most letters home via the email address you gave on your admissions form. This reduces the numbers of letters that get lost between home and Nursery. The website <a href="http://www.sandringham.kite.academy">www.sandringham.kite.academy</a> has a regularly updated calendar which reminds parents about the events happening in Nursery. We also have our own Nursery section and on the publications page there are downloadable forms for medical requests etc. If there is anything that you would like to talk about, please catch Mrs Warner or Mrs Robinson at drop off or pick up (pick up is best once the rest of the children have been safely dismissed). Alternatively, you are welcome to make an appointment or phone them after 3.30 pm.</p>
<p><b>First Aid, Medicines and Illness</b></p> 	<p>If your child is hurt or becomes unwell during the day, our staff will attend to your child. You will be notified about a serious injury or if your child is too unwell to stay at Nursery. We ask that basic health information is passed onto the school during enrolment and would ask that you keep us up to date with any changes as they arise. Prescribed medicines will only be administered by the school when essential and when your child is well enough to attend Nursery. The prescription label with your child's name will need to be seen and a medicine form completed and signed. Any medical needs will be discussed during your child's stay and play session and a care plan created.</p>



	<p>If your child has regular medication such as an inhaler or EpiPen, please ensure it is in date when handed to the office.</p> <p>If your child is unwell please inform the school office by telephone. Certain illnesses, such as Chicken Pox, are notifiable. Please ask when it is appropriate for your child to return to Nursery to prevent the spread of infection. <b>Please note that if your child has been unwell due to vomiting or diarrhoea, our school policy states that they should not return to Nursery until 48 hours after the last episode of vomiting or diarrhoea.</b></p>
<p><b>Safety on School Premises</b></p> 	<p>The safety of our children and families is paramount. We ask that you follow these guidelines.</p> <p>Please drive respectfully and safely when dropping off and picking up your child and observe the double yellow and zigzag line restrictions immediately outside school. Please park mindfully and with consideration of others; particularly our neighbours. Do not block their driveways.</p> <p>Please use the pavement when walking up to Nursery. Cycling and scooting are not permitted on the school grounds. All riders are asked to dismount at the gate and wheel their bike/scooter to the bike racks outside the main school entrance (if you wish to leave them until home time). Dogs are not permitted on site.</p>
<p><b>Passwords and Safeguarding</b></p> 	<p>The Nursery has a duty of care to safeguard all the children in their care. All staff are trained to adhere to the safeguarding policy and we are also guided by the Local Authority Child Protection Procedures. All staff have an enhanced DBS check and are trained in First Aid. Mr Lodge is the Designated Safeguarding Lead and Sarah Cable is the Deputy DSL.</p> <p>To ensure the safety of your children at pick up, we ask that you provide a photograph of the adults who will be regularly collecting your child to allow our team to familiarise themselves during the transition period. Please can you email these to Sarah Cable <a href="mailto:sarah.cable@sandringham.kite.academy">sarah.cable@sandringham.kite.academy</a>.</p> <p>If these adults are unable to collect your child for any reason or a different adult will be collecting, please let Mrs Warner/Mrs Robinson know at the gate in the morning, or telephone the Nursery admin telephone number on 01252 834405 before 2.45pm. Please provide one password that is linked to your child. The different adult collecting must present this password to the Nursery Teacher on pick up. If you have any exceptional circumstances as a family, please discuss this with Mrs Warner or Mrs Robinson during your home visit.</p> <p>As safeguarding is our priority and particularly important whilst the children are so little, if we do not recognise the adult collecting or the password is not provided, we will not allow the adult to collect your child, even if your child recognises them. In this case we will telephone you to check. Thank you for your support with this.</p>

## Payments



Children are eligible for up to 15 hours of free nursery education with the Early Years Free Entitlement (EYFE) funding the term after they turn 3 years old or may be entitled to FEET funding from 2 years old depending on your circumstances.

The cost per week for those not eligible for funding is £97.50.

**Payments must be made during the first week of each half term and can be made by bank transfer or childcare vouchers.**

If you have any queries regarding booking and paying for sessions and lunches or regarding funding and free hours, please contact Mrs Cable in the school office

[sarah.cable@sandringham.kite.academy](mailto:sarah.cable@sandringham.kite.academy)

We are looking forward to sharing this important and exciting step of your child's journey with them, with you and your family.

Mrs Warner and Mrs Robinson

