



**St. John's C.P. Nursery**



**2017 - 2018**



ST. JOHN'S C.P. NURSERY,

HORNING ROAD,  
HOVETON,  
NORWICH,  
NR12 8NX.

Telephone 01603 782520  
[office@hoveton-st-johns.norfolk.sch.uk](mailto:office@hoveton-st-johns.norfolk.sch.uk)  
[www.hovetonstjohn.co.uk](http://www.hovetonstjohn.co.uk)

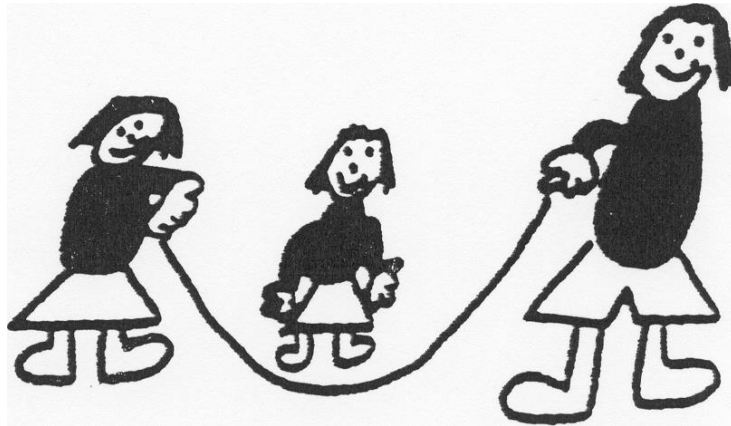
Headteacher: Mrs. R. Quinn

Nursery Teachers:  
Mrs. E Farrow & Mrs. D. Dazeley

Nursery Team:  
Ms. C. Howes  
Mrs. S. Moll

Secretary: Mrs. S. Steele

Chair of Governors: Mrs. R. Buxton



## St. John's Nursery.

On each day your child attends Nursery please provide a change of clothes, on their peg, in case of any accidents. All clothing should be clearly named.

Thank you.

## Welcome to St. John's Nursery.

We hope you and your child will be happy during the time that you spend here.

Parents are a child's first teachers and can be the best she or he ever has. The early years at home are the years in which a child learns more, and more quickly than at any other time in his or her life. We aim to build on this good start and trust you will help us to make the most of your child's time in the Nursery.

Our Philosophy centres on a range of issues:

- learning through structured play
- equipment and resources being clearly labeled and accessible to encourage independence
- children moving freely around the Nursery, indoors and outdoors, in control of their own learning
- encouraging children to experiment and explore their environment
- allowing children to develop at their own pace, with the needs of individuals catered for



- the need to establish good relationships between children, staff and parents and work in partnership together
- the provision of a stimulating and secure learning environment so that children can develop as happy and confident individuals to their full potential
- the provision of quality learning experiences for your child which will help them to develop socially, physically, emotionally and intellectually

## ADMISSION POLICY

Children may be admitted, if places exist, the term after their third birthday.

The Nursery is open all day Monday and Tuesday.

Session 1 is 8.45am - 11.45am. Lunch cover is provided from 11.45am - 12.15pm.

Session 2 is 12.15pm - 3.15pm. There is a £3.00 charge per day for lunch cover. Each child is entitled to 5 free government funded sessions. If you would like your child to attend for extra sessions the cost is £15 for each extra 3 hour session.

Up to 26 places are available each session with a number of places allocated for children who have special needs. Where appropriate, additional support may be available for children who require it.



If more places are required than are available the following Local Authority criteria for admissions will be applied:

1. Children with a statement of special educational needs naming the Nursery.
2. Children in public care who are due to access three and four year old funding.
3. Children who are due to access three and four year old funding who are living in the area served by the School and Nursery and who have a brother or sister attending the School.
4. Children who are due to access three and four year old funding who are living in the area served by the School and Nursery.
5. Children who are due to access three and four year old funding living outside the area served by the School and Nursery and who have a brother or sister attending the School.
6. Children who are due to access three and four year old funding living outside the area served by the School and Nursery.

PLEASE NOTE: A place in the Nursery is no guarantee of a place being available within the main school.

You will have to apply separately for a place in the Reception class for September 2018.

We have good links with schools and liaison between the Nursery staff and the Reception class teachers is well established ensuring easy transition between settings.

Term Dates for Nursery may differ from the School.

Autumn	- 11 <sup>th</sup> September - 19 <sup>th</sup> December 2017
Autumn Half Term	- 20 <sup>th</sup> October - 27 <sup>th</sup> October 2017
Spring	- 8 <sup>th</sup> January - 28 <sup>st</sup> March 2018
Spring Half Term	- 12 <sup>th</sup> - 16 <sup>th</sup> February 2018
Summer	- 16 <sup>th</sup> April - 24 <sup>th</sup> July 2018
Summer Half Term	- 28 <sup>th</sup> May - 1 <sup>st</sup> June 2018

Bank Holidays.

Children do not attend the Nursery on these dates:

Monday 7<sup>th</sup> May 2018

Home Visit Days.

For September Intake

Wednesday 6<sup>th</sup> September 2017

Thursday 7<sup>th</sup> September 2017

For January Intake

Thursday 4<sup>th</sup> January 2018

Friday 5<sup>th</sup> January 2018

For April Intake

Monday 16<sup>th</sup> April 2018

## HOME VISITS

After receiving notification by letter that a place has become available for your child, you are all invited to visit the Nursery for an informal visit and Induction Evening. During this visit we will arrange a convenient time for a Home Visit.



Home visits take place at the beginning of each school term and are an essential element of our induction programme for the children.

Generally the Nursery teacher and assistant bring a selection of books to share with the child. It is also a good opportunity for staff to talk and get to know the child and their parents and ask any questions in a familiar environment. A typical visit lasts about 10 minutes. It provides valuable link for the child between home and Nursery.

We will leave a story book with you for you and your child to share at home.

This is returned when your child attends Nursery and a new story can be taken home. You can change your child's book as often as you like. Books are signed out in the reading folder (found in the cloakroom at Nursery.)

During the home visit you will have the opportunity to purchase t-shirts, sweatshirts and book bags if you would like to. These are also available from the School Office.

Children remember the visit as one of the first and most significant contacts with the Nursery. Our aim is to help them to look forward to coming and to feel comfortable with us.

## Arriving at Nursery

Morning session 8.45 - 11.45am

Afternoon Session 12.15 - 3.15pm

Please wait with your child until your session is due to begin.

There are three pedestrian entrances - one at the steps on the Wroxham side of the Main Entrance, one at the footpath gate next to the vehicle entrance and one through the gate on to the field off Brimbelow Road which is only available at the beginning and end of each day. **Please note there is no parking on site at any time.** We thank you for your co-operation.

Please talk to us if you are concerned about your child settling without you. Our aim is to create a happy and constructive environment in which every child feels safe and confident.



## The Nursery Session

At the start of each session children and parents are welcomed into the Nursery. Children self-register their arrival by putting their name apple on the tree and choose where they would like to play.

The children can move freely around the Nursery choosing from the variety of activities available. To encourage independence resources are easily accessible for the children. The main part of the session involves children being involved in a variety of focused activities including some that are adult directed. These, as with all activities in the Nursery, are based on the seven learning areas identified in the Early Years Foundation Stage Guidance.



After parents have left, children gather in a circle for registration and to find out who will be celebrating their 'special day'. The children look at their 'letter for the week' (which is recorded on the 'Nursery Notelet' letter that comes home every week). They also enjoy an activity such as singing with percussion instruments, counting and number rhymes or sharing the children's news.



We operate an 'inside-outside' play policy with a member of staff working outdoors and indoors everyday. This means the children can move between the outside and inside play activities when they choose. When outside the children have the opportunity to play with the larger toys and equipment, sit and talk, play games or do some gardening.

We regularly have an 'outdoor learning day'. On this day the children and staff walk up to the copse at the end of the field and spend the morning exploring and enjoying the natural world. It is very useful for the children to wear trousers and trainers on this day as they will have the opportunity to climb trees!

We have a snack time at Nursery every morning and afternoon. The children choose from a selection of fresh fruit or vegetables. Milk is also available or the children's own drink bottle, we encourage each child to bring in every day.



At Tidy Up Time' everyone helps to tidy the Nursery ready for 'Story Time'. Nursery staff, children and visitors are all encouraged to tidy a little bit!

At 'Story Time' the special day person chooses a story to be read with the rest of the group. The children often sing some songs together too before getting ready for home time.

At home time the Nursery toy chooses one of the children to go home with for the night. The toy brings his own rucksack, complete with toothbrush, change of clothes and diary for you to write a brief note about what your child and the toy have been doing together. This will then be shared the next day with the Nursery children.

Children stay sat at the tables, until they are collected. Please inform us of any changes in the usual collection time of your child.

Absence: If your child is unable to attend due to illness please inform us. We also ask that you do not send your child to Nursery until they have been clear of sickness or diarrhoea for at least 48 hours.



## What will my child do at Nursery?

Our most important aim is that your child feels settled and happy here with us at St John's Nursery. We want them to have fun and enjoy their learning.

The government has outlined 7 areas of learning in the Foundation Stage.

These are the Seven Areas:

The three prime areas of learning are:

### 1. Personal, Social, & Emotional Development

We encourage children to develop confidence, play together and consider the feelings of others. We promote the development of good manners and encourage children to work through disputes and reach a compromise.

We also encourage the children to be independent, and we help them to do things for themselves for example toileting, putting on aprons and coats.

### 2. Communication and Language

The children are encouraged to listen to stories and rhymes with increasing attention and they learn to join in with repeated refrains. We encourage children to speak clearly and listen to each other. The children play sound games and start to distinguish the sounds they can hear in words.

### 3. Physical Development

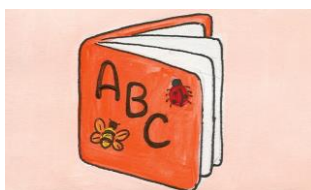
We aim to provide opportunities to run, jump, skip, balance and climb. Children practice their skills using small and large apparatus.

Children will also have plenty of opportunity to use scissors, pencils, crayons, paintbrushes and dough.

The four specific areas of learning are:

### 1. Literacy

There will be plenty of opportunities for the children to join in stories, poems, rhymes and songs. (They can also look at favourite stories on their own or with their friends in the book corner). Children are encouraged to write their own names, experiment with different writing materials and develop an awareness of writing as a means of communication.

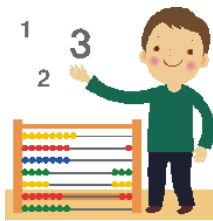


Please accept all your children's writing as very precious and allow them the opportunity to make lists, cards and notes with you at home.

Be aware that children should be encouraged to realise that their own marks are meaningful and do not be in a hurry to get children to copy and trace.

Please do not teach children to write their names in capital letters - simply a capital at the beginning. It is very difficult to discourage children at a later stage not to do this and it can be very confusing for them.

## 2. Mathematics



Children have the opportunity to experiment with sorting and matching and to explore pattern, shape and colour as well as count and begin to use numbers in a practical way. Children will also be able to play number games. Number skills are taught in play situations and encouraged in all activities.

Children will develop mathematical language skills e.g. "taller than", "lighter than".

## 3. Understanding the World



Children are encouraged to use all their senses and to describe and discuss what they see and find out.

We talk about our world and promote an understanding of the needs of living things. We explore the seasons and collect available materials from the areas around us.

We use sand, water and messy play to develop basic scientific principles, and encourage experimentation.

Children are involved in cooking activities and are encouraged to use a variety of tools. We also learn how to keep our bodies healthy.

We aim to develop an understanding of the different peoples and cultures of the world by learning about a variety of festivals throughout the year.

Children may use tools, C.D. players, calculators, programmable toys and computers as part of I.C.T. development. They also have access to the interactive whiteboard everyday.

#### 4. Expressive Arts and Design

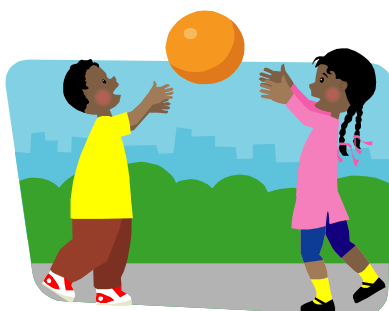


Children will have opportunities to express themselves through drawing and painting, collage and modeling, dance, stories and imaginative play. They will be able to listen to and make their own music.

Children are encouraged to work on large collaborative pieces as well as individual projects.

Materials are readily available and children are encouraged to select what they need to realise their own ideas.

#### ASSESSMENT AND REPORTING TO PARENTS.



We use the online 'Tapestry' program to record all your child's learning and development. You are able to access this at any time. You will receive all the information you need to set this up once your child starts Nursery.

We hold an Open Evening, when we can discuss your child's progress, and you can look around the Nursery but generally we are available to talk to you at any time.

#### **Child Protection**

This school is committed to promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the Norfolk Area Child Protection Committee if we see signs which suggest that one of our pupils may have been a victim of abuse. Use of the procedures in this way is an obligation placed on the school by legislation and in no way communicates that any parent/carer is being accused of wrong doing.

We have three Designated Safeguarding Leads in our Child Protection Team. They are Mrs. R. Quinn, Jo Cushion and Mr. M. Copping

## CLOTHES

Children need to wear washable, practical clothes - not 'Sunday Best'. We do have optional Nursery Uniform sweatshirts and t-shirts for sale. They will be encouraged to manage zips and fastenings by themselves. Please encourage your child to be independent and manage clothes themselves.

Children are happier if they can use the toilet by themselves. Please encourage independence in this area too.

Children play outside every day. On rainy days the children dress in our all in one waterproof suits and wellies and enjoy splashing in puddles! On hot sunny days please ensure your child has sun cream on and a sun hat.



PLEASE NOTE: Children wear long sleeved protective aprons for all 'messy' activities, however in a busy Nursery setting it is inevitable that children's clothes will come into contact with paint, glue etc. The paint and glue we use are washable although darker stains usually need soaking out.

The children wear waterproof aprons when using the water tray however many still get wet so please ensure a change of clothes is available every day.

PLEASE NAME ALL CLOTHES  
particularly sweatshirts.

**Snack** We provide a free snack and milk every day. We ask for a contribution of £1 per half term which goes towards the cost of cooking items. Please inform staff if you have any problem in payment of this money.

**Toys from Home** We discourage toys from home coming to Nursery as they often get lost or broken.

## HOW WILL YOU BE INVOLVED?

Parents are very welcome to join in our school life. We have a thriving St. John's School Association which always welcomes new members with enthusiasm.

In the Nursery we are always glad of 'extra hands'. We welcome adults to talk and play with the children.

If you can offer a little help on a regular basis please let us know.

Please advise us on each occasion of any change in the usual home routine of your child.



## **School Medicine Policy**

Following lengthy discussion and consideration of advice from outside agencies a School Medicine Policy has been agreed and is set out below. Should it be necessary for your child to take medicine during the session day would you please follow the instructions given. Thank you.

### **Administration of medicines**

The Headteacher or staff can accept no responsibility for the administering of medicines. Very few courses of medication are likely to require medicine to be taken during a Nursery session. If this should be necessary the parent/guardian should return to the Nursery to do this. When this is not feasible, a request can be made for medicine to be administered. However where such a request is made it should be in writing and to the effect that the child's doctor considers it necessary for the child to take medicine during school hours. Again, the note should include a written indemnity from the parent in favour of the staff involved in administering the medicine. The Medication Permission and Record form should be used for this purpose (copy next page).

### **Asthma.**

In all cases where a child has been given an inhaler, the Nursery should be given a spare named inhaler which will be kept in a locked box. Clear instructions should be displayed to indicate dosage. Inhalers should not be kept in the cloakroom or carried by the child. Staff and the children will then know where the inhalers are to be found. Written permission for the use of the inhalers should be given on the appropriate form.

## **Safeguarding**

Our Safeguarding Policy gives clear direction about the expected behavior and our legal responsibility to safeguard and promote the welfare of all children at the school and Nursery. The policy is available to parents on request and is also available on the School Website.



**ST. JOHN'S COMMUNITY PRIMARY SCHOOL AND NURSERY  
MEDICATION PERMISSION AND RECORD**

**Pupil's information**

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date medication provided by parent: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dose and method (how much and when taken)

\_\_\_\_\_

Expiry date: \_\_\_\_\_

Parent signature:.....

Contact number:.....

Staff Name:.....

Staff signature:.....



Date:.....

Time given:.....

Dose given:.....

Member of staff:.....

Staff initials:.....

Date:.....

Time given:.....

Dose given:.....

Member of staff:.....

Staff initials:.....

Date:.....

Time given:.....

Dose given:.....

Member of staff:.....

Staff initials:.....

Date:.....

Time given:.....

Dose given:.....

Member of staff:.....

Staff initials:.....

Date:.....

Time given:.....

Dose given:.....

Member of staff:.....

Staff initials:.....

Date:.....

Time given:.....

Dose given:.....

Member of staff:.....

Staff initials:.....

Date:.....

Time given:.....

Dose given:.....

Member of staff:.....

Staff initials:.....

Date:.....

Time given:.....

Dose given:.....

Member of staff:.....

Staff initials:.....