

Ghyllside Nursery



Information for Parents
2017-2018

THE PHILOSOPHY OF NURSERY EDUCATION AT GHYLLSIDE NURSERY

Ghyllside Nursery has developed a high quality early years environment with clear curricular goals for nursery children. The school staff and the governing body provide equality of opportunity for all individuals.

Play is the world and work of a young child.

We believe that a young child learns most successfully..

through familiar experiences that relate to their own lives.

when provided with a rich, secure environment.

when challenged, motivated and given opportunities for self-initiative and responsibility.

by actively 'doing'.

when they experience success.

when encouraged by caring adults.

when experiences are fun and enjoyable.

when given time.

when they are viewed, valued and catered for as an individual.

GENERAL INFORMATION

Nursery Address Ghyllside Nursery Unit
Ghyllside School, Gillinggate,
Kendal, Cumbria, LA9 4JB

Tel: 01539 814930

E mail: admin@ghyllside.cumbria.sch.uk

STAFF

Headteacher	Huw Davies
Nursery Teacher	Marie-Anne Williamson
Nursery Nurses	Karen Byrne Kathryn Ashburn

NURSERY OPENING TIMES

Morning Children 8.45am to 11.45am

Afternoon Children 12.15 pm to 3.15pm

Nursery sessions last for 3 hours. The doors open five minutes before each session. You may collect your child between 11.30am and 11.45am after the morning session and between 3.00pm and 3.15pm after the afternoon session.

VISITING THE NURSERY

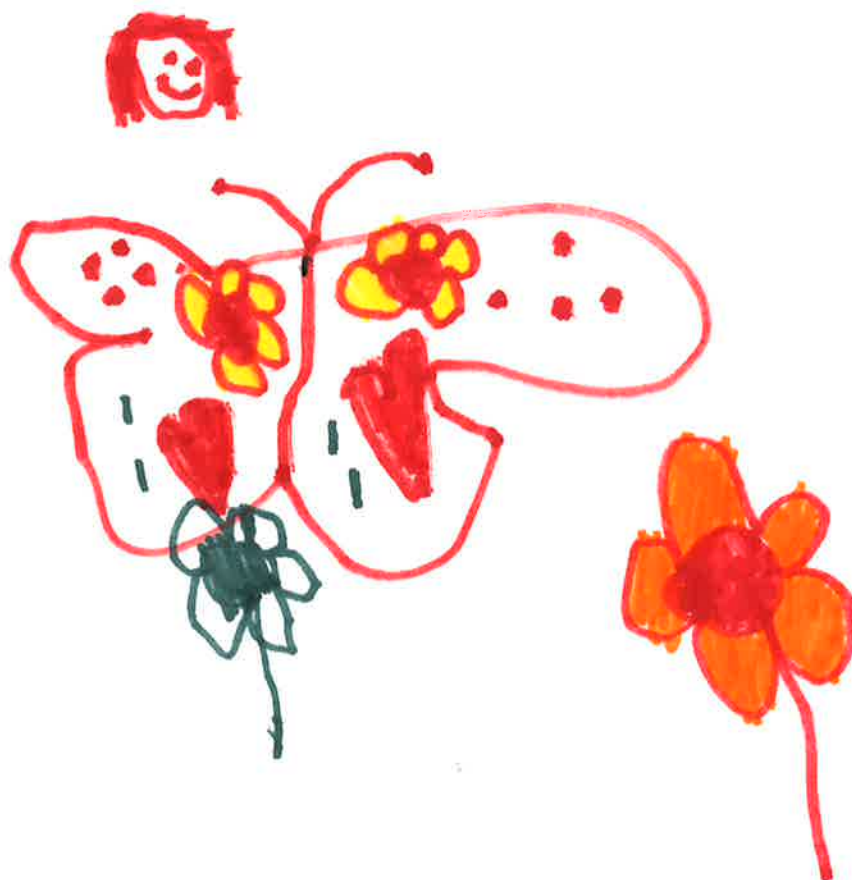
Visitors are always welcome at the Nursery but please report first to the main school office.

APPLYING FOR A NURSERY PLACE

To apply for a nursery place please fill in an application form, available from the Nursery or school office. For the best chance of securing a place for your child at Ghyllside, return your application form to the Nursery or School Office as soon as you can.

We offer your child up to 30 hours per week dependent upon whether parents qualify for the additional 15 hours Nursery care. Some parents prefer for their children to attend either every morning or every afternoon. If you prefer we can block the sessions together and have 2½ full days. We have a Lunch Club to allow children to stay for full days. However, your child can attend fewer sessions per week if you prefer. Please ask about how we can best suit your needs as we have links with Ghyllside Out of School Club and can offer care 8-6 for 50 weeks of the year.

We will write to you during the term before your child is due to start Nursery, offering you a place for your child, if your application has been successful. We like to come and visit you and your child at home and share information about the Nursery, find out about your child's interests and answer any questions that you may have. You will be invited to bring your child to the Nursery for a short session early in the term. This is a quiet session, when children can explore the Nursery and meet the staff.



THE NURSERY

The Nursery marks the beginning of your child's education. Together with Reception we provide children with a two-year "Foundation Stage" curriculum. As part of Ghyllside Primary School, the Nursery and the Reception Department make up the Ghyllside Early Years Foundation Unit.

The purpose built Nursery is open plan with a large carpeted area and a 'wet play' area. The landscaped grounds are enclosed; with both hard and grassed play areas. Being attached to the main school, we are able to use the school's equipment and resources. Nursery children also have supervised access to the school pond and large playing fields.

The staff comprises of the Nursery Teacher, who is assisted by two NNEB qualified nursery nurses. Other members of the school staff may spend time in the Nursery. It is the aim of the staff to provide a warm, friendly environment in which to care for and teach your children.



STARTING NURSERY

We like the transition from home to nursery to be as smooth and enjoyable as possible. We therefore start the children in small groups. The groups are built up gradually allowing children time to get to know each other and the staff. Some children find adjusting to nursery easy, for others it can take time. You, or your child's carer, are welcome to stay with your child until they are happily settled and happy to be left. The first session that your child stays without you is for one hour. The beginnings and ends of sessions are times when you can share some of the activities that your child has been involved in.

Your child will find it easier to cope with the move to nursery, if:

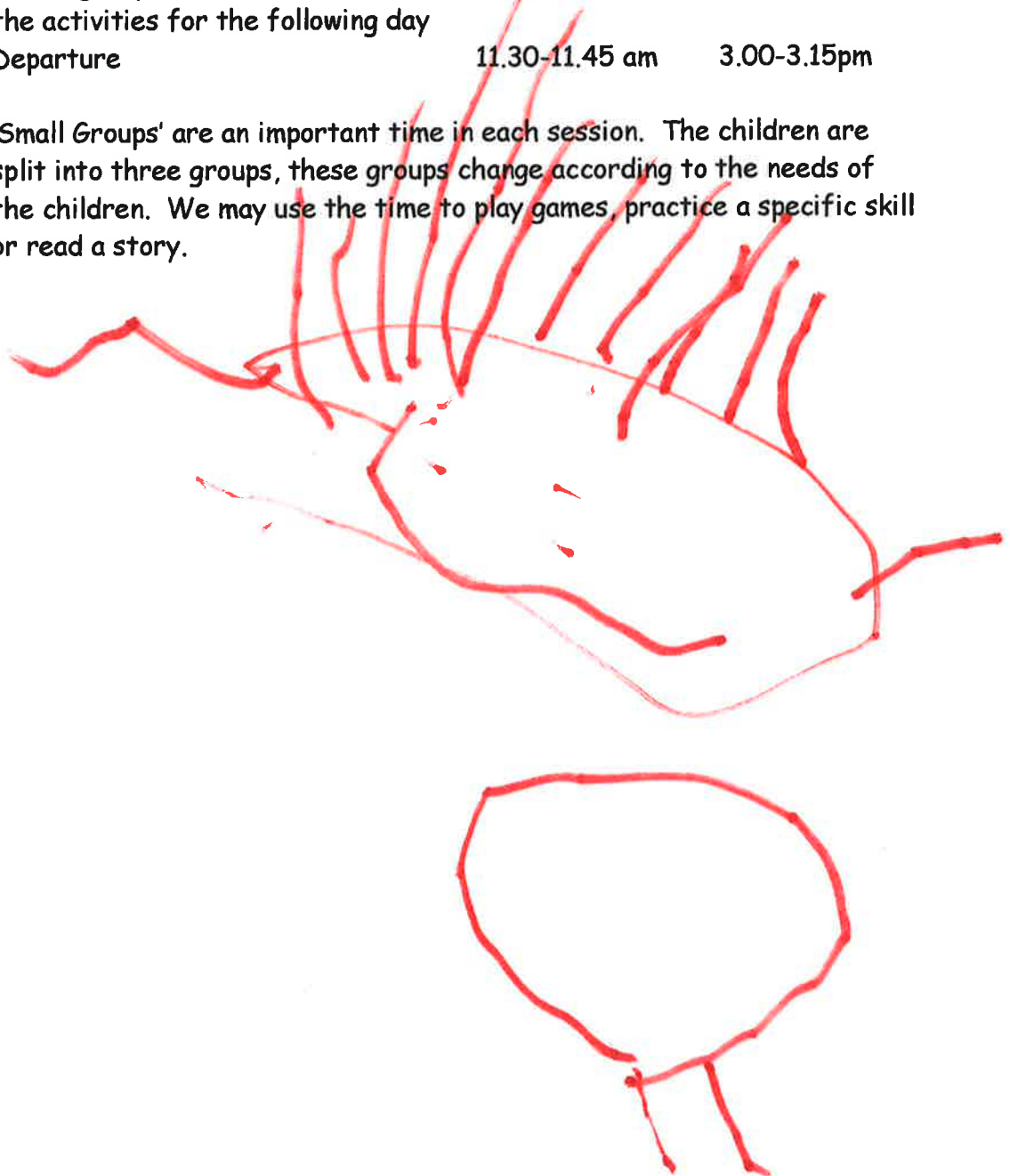
- They can use the toilet independently. We understand that some children may not be totally dry when they start nursery. All we ask is that you let us know that your child needs extra help and that you supply lots of changes of clothes. We ask that parents do not send children in nappies unless necessary; we will not refuse an application from a child who is still wearing nappies.
- You encourage your child to blow their nose - we have plenty of tissues in nursery.
- They can make an attempt to put on their own shoes and coat.



THE NURSERY TIMETABLE

	Morning Session	Afternoon Session
Arrive and welcome, children may work inside or in the garden.	8.45 - 9.05	12.15 - 12.35
Registration and free choice of activities both inside and outside	8.45 - 10.15am	12.15 - 1.45pm
Group tidying up	10.15 - 10.25 am	1.45-1.55pm
Whole group session	10.25-10.45am	1.55 - 2.15pm
Drinks	10.45-11.00am	2.15-2.30pm
Small groups	11.00 -11.25am	2.30-2.55pm
Whole group discussion about the activities for the following day	11.25 -11.30am	2.55-3.00pm
Departure	11.30-11.45 am	3.00-3.15pm

'Small Groups' are an important time in each session. The children are split into three groups, these groups change according to the needs of the children. We may use the time to play games, practice a specific skill or read a story.



THE NURSERY CURRICULUM

The curriculum at Ghyllside Nursery starts when your child is introduced to the Nursery and begins to make the transition from home to school. We, as nursery staff, believe that the curriculum should raise children's self-esteem and self-awareness. The nursery curriculum is based on the children's own experiences and gradually encompasses the child's family and later on the school community and the local community.

Alongside the main curriculum themes we run subsidiary themes. This might be a colour or shape or a festival such as Chinese New Year or Easter. In the cloakroom there is the Nursery Curriculum board, on which we display the planning for the term, which will indicate any theme that we are concentrating on.

There is no 'National Curriculum' for the under 5's. But there is an 'Early Years Foundation Stage Curriculum' which describes what children should know and be able to do before starting the National curriculum in Year One of primary school. The 'Ages and Stages' and the 'Characteristics of Effective Learning' form the basis of the curriculum in the Early Years Unit at Ghyllside School.

The curriculum's prime areas of learning are:

Communication and Language

Personal, Social and Emotional Development

Physical Development

The curriculum's specific areas of learning are

Literacy

Expressive Arts and Design

Mathematics

Understanding the World.

The priority in Nursery are the 'Prime Areas of Learning' - however children are offered a broad and balanced curriculum and all aspects are covered ensuring that children have a holistic and rich experience.

We also monitor the attitude and disposition of children towards new experiences and learning known as '*Characteristics of Effective Learning*'. Children work both inside and outside. We do not have set 'playtimes' but encourage children to work outside. Outside play covers all aspects of the curriculum and we think of the garden as another room in which the children can work.

EXTENDED CARE

Ghyllside School works very closely with Ghyllside Out of School Club. The Out of School Club is a Charitable Incorporated Organisation that is run by trustees and offers high quality care before and after school and during the school holidays. The Club also operates a Lunch Club for Nursery children so that they can extend their nursery session. All of our extended care runs in the Nursery and is run by qualified staff, the Lunch Club is run by the Nursery staff. Children may either bring a packed lunch or we can arrange for a cooked meal that has been prepared in the school kitchen. If you would like any more information please speak to a member of staff.

LINKS WITH THE SCHOOL

Links with the Nursery start if your child has attended our Mums and Toddlers group or a singing group in the Ghyllside Neighbourhood Centre. Nursery staff join the groups to meet children and parents.

The nursery is an integral part of the school. In their final term in Nursery, they will spend time in the Reception class and the Reception staff will spend time with them. Older children and other members of staff may visit the nursery.

Towards the end of the summer term, the nursery children visit the main school regularly to meet the new members of staff and familiarise themselves with the environment. We try to arrange for children to have a school lunch, accompanied by their parents, but this is not always possible.

Children who are not transferring to Ghyllside Primary School have the opportunity to meet their Reception teacher in the Nursery and will be offered visits to their new school.

MONITORING YOUR CHILD'S PROGRESS

The staff keep records on every child based on the 'Development Matters' aspect of the Early Years Foundation Stage curriculum. All children are observed by all the staff and we complete a 'baseline assessment' for each child as they start Nursery. The baseline profile is updated throughout the year and can be seen by parents at any time. The Nursery staff are available to talk to you about your child's progress at the beginning and end of each session. So that staff can ensure they have adequate time to discuss fully your child's progress, it would be helpful if you would make an appointment. During the summer term we invite parents to an open evening where you can see your child's work and discuss their achievements and the curriculum.

The records of achievement move with your child when they start in Reception. Children who move onto another primary school will have their records forwarded to the school of their choice at the end of the summer term.

We also keep samples of artwork, fine manipulative skill development, early drawing and writing and photographs as a record of each child's development throughout the year. We will give you these examples of work at the end of the school year.



CHILDREN WITH SPECIAL NEEDS

At Ghyllside Nursery we provide equality of opportunity for all children, including those identified as having special needs. The Nursery has been designed to allow all children access to the whole curriculum.

The staff in the Nursery have experience of dealing with a range of special educational needs and have developed close links with outside agencies. To enable those children to achieve their full potential in nursery, additional resources and staffing may be required, and these will be provided by other agencies, e.g. Speech Therapist, Learning Support Service and the Educational Psychologist. The staff will share this information with you at all stages.

EQUAL OPPORTUNITIES POLICY

No pupil will be discriminated against on the grounds of sex, race or creed when applying for a place in the nursery. Every child in the nursery has equal entitlement to every area of the curriculum.

SHORT TERM ILLNESS

We are unable to administer any medication. If your child needs to finish a course of medicine, then please arrange for them to take it before or after nursery.

LONG TERM ILLNESS

In order to be healthy enough to achieve their full potential some children rely on medication, e.g. diabetics or asthmatics. In these circumstances medication will be kept in nursery and nursery staff will administer the medication should it be necessary. To do this we need to have written permission from you. If your child needs long term permanent medication, please see one of the nursery staff who will provide you with a health care plan. This policy is in line with DfEE guidelines and is there to protect your children. Please ask if you would like to see a copy of Ghyllside School's Health and Safety Policy.

SAFEGUARDING

Ghyllside is a Safeguarding School and we believe that your child's physical and emotional well-being is of paramount importance. We consider your child's well-being to be part of the partnership with school. If you would like to discuss any matter regarding your child's welfare please see Mrs Williamson who is responsible for Safeguarding in the Lower school.

The school's Safeguarding Policy is available. Please ask if you would like to see a copy.

EMERGENCIES

Should your child be taken ill or need medical assistance of any description we shall try to contact parents or guardians or the emergency contact that you have given the school. In the event of the school being unable to reach the emergency contact we would, should it be necessary, take your child to hospital. To do this we need your written permission. When your child starts nursery you will be given the relevant form to complete.

LEAVING THE NURSERY

We ask all parents and guardians to arrive in good time to collect children. If for any reason another responsible adult is to collect your child please let a member of staff know. For obvious reasons, we cannot allow children to go home with an adult we are not familiar with, unless we have your permission.

How Parents Can Help In Nursery

As we value partnership between home and school all parents are automatically members of the Parent Teacher Association and are most welcome at meetings and events.

Perhaps you have a special talent that you would come and share with the children in school? Let us know!

