

Welcome to the Nursery at Birch Hill Primary School.

We look forward to having your child joining us and for you to have a long, happy association between home and Birch Hill Primary School.

We hope that you will find this booklet informative. Please contact a member of staff or the school secretary if you would like further any information.



Staffing

Headteacher:	Mr M Dillon
Deputy Headteacher:	Ms K Cameron
Nursery Teacher:	Mrs B Giles
School Secretary:	Mrs K Lacey
School Business Manager:	Mrs C Barrett
Attendance Officer/FSA:	Mrs D Payne

Admission

The Nursery caters for children aged 3 and 4 years old and forms part of the Early Years Foundation Stage (EYFS) within Birch Hill Primary School.

The Nursery sessions:

Morning session:	9:00am – 12:00pm
Afternoon session:	12:00pm – 3:00pm
All Day:	9:00am – 3:00pm

Before your child starts in the Nursery we invite you to visit us for a visit and opportunity to find out more information about the setting.

While we follow the admissions criteria from Bracknell Forest council, we manage the admissions into the Nursery and also hold a waiting list of applicants. Children are admitted the **term after their third birthday**. Priority is given to siblings and then proximity to the school.

The Nursery and the school are separate institutions. While many of our children enter the Reception class of this school before their 5th birthday, attendance at Birch Hill Nursery is **NOT** a guarantee of a Reception place. Applications for a place in Reception class must be made through Bracknell Forest Admission.

<http://www.bracknell-forest.gov.uk/primaryschooladmissions>

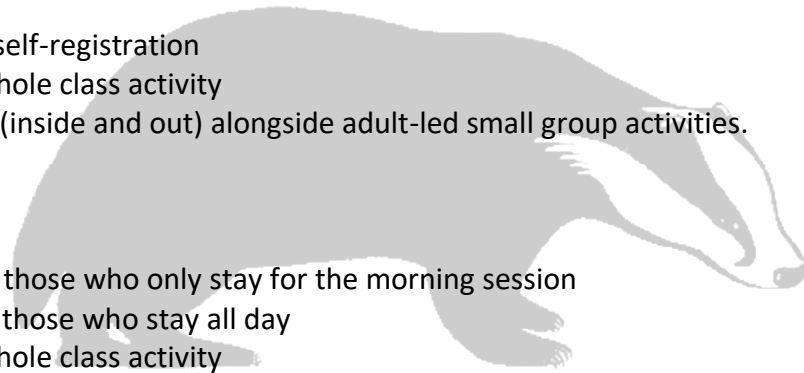
Flexible Hours

All children are entitled to free 15 hours in the Nursery (universal entitlement). We offer parents the flexibility to choose these 15 hours; morning or afternoon, or a mixture of all day to suit their needs. We also have a number of extended entitlement places (30 hours). In addition, parents can pay for additional sessions, up to a total of 30 hours (5 full days). Please contact the office for more information regarding costs.

Nursery Routine

Each day broadly follows this routine:

- Welcome and self-registration
- Small group/whole class activity
- Free-flow play (inside and out) alongside adult-led small group activities.
- Snack time
- Tidy Up time
- Story time
- Home time for those who only stay for the morning session
- Lunch time for those who stay all day
- Small group/whole class activity
- Snack time for the afternoon children
- Free-flow play (inside and out) alongside adult-led small group activities.
- Story time
- Home time



Our Curriculum

We offer a broad and balanced curriculum based on the requirements of the Early Years Foundation Stage (EYFS). This enables children to acquire knowledge and skills and develop understanding and attitudes in each of the following areas:

Prime areas:

- Personal, social and emotional development (PSED)
- Communication and Language (CL)

- Physical development (PD)

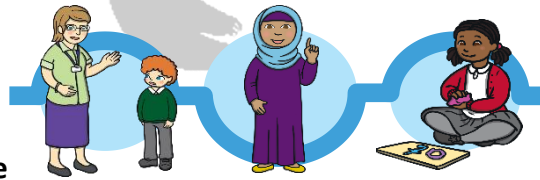
Specific areas:

- Literacy (L)
- Mathematics (M)
- Understanding the World (UW)
- Expressive arts and design (EAD)



Personal, Social and Emotional Development

We will provide a happy, secure environment in which children become independent and grow in confidence. We support the children to develop a positive sense of themselves and others, and a positive disposition to learn. They will be encouraged to share and co-operate and are encouraged to develop warm and caring relationships with others. Through role play, imaginative play, ring games and circle time they will learn to care for and respect each other. We give the children time and space to develop their own interests. Children are given the freedom and appropriate support to learn how to express and manage their own feelings. We also follow the Jigsaw learning scheme to help build positive relationships.



Communication and Language

Through everyday activities, children will have the opportunity to develop good listening skills, to express themselves clearly and to extend and enrich their spoken vocabulary. Children are encouraged to communicate and build relationships with both adults and their peers through play situations such as role-play and by simply playing alongside one another. We encourage children to listen attentively in a range of situations, including daily story time.



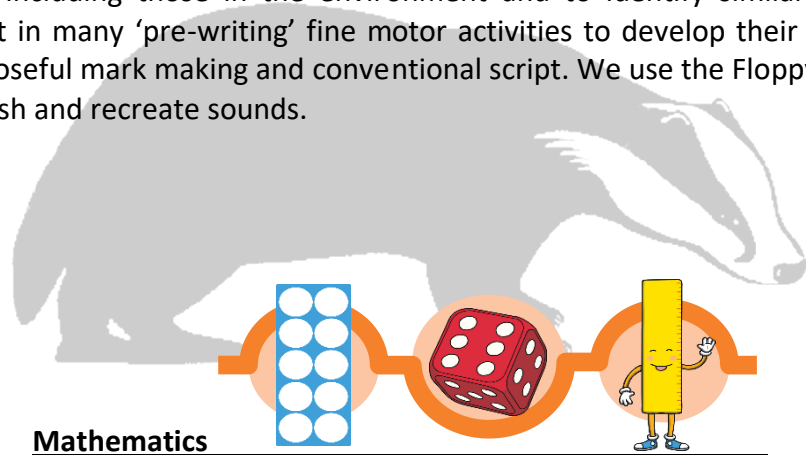
Physical Development

Through physical play the children will develop body awareness, co-ordination and control, manipulation and movement. Fine motor control is developed through small scale manipulative play, including dough, threading and using a range of hand held tools. Gross motor development is encouraged through the use of the outdoor play equipment and weekly sessions in the studio where we move to music or the hall where we play games and use the apparatus. We follow the Real PE scheme for Foundation Stage.



Literacy

The Nursery is a language rich environment, both written and spoken. Children will enjoy listening to and sharing a wide range of rhymes, music, poetry, stories and non-fiction. They will be able to explore a wide range of mark making activities both inside and outside. Simple games are played to encourage the children to tune into sounds, including those in the environment and to identify similarities and differences. Children will take part in many 'pre-writing' fine motor activities to develop their coordination and will experiment with purposeful mark making and conventional script. We use the Floppy's Phonics scheme to help children distinguish and recreate sounds.



Mathematics

Children will learn to use mathematical language and develop an understanding of number, shape, space and measures through everyday situations, including; sand and water play, games and puzzles. They will sort, match and build with shapes and use measures for comparison purposes. Through number games, rhymes and songs the children learn to recite numbers in order and to compare amounts. These activities are all very practical, using mathematical terms which the children come to understand and use within their play.



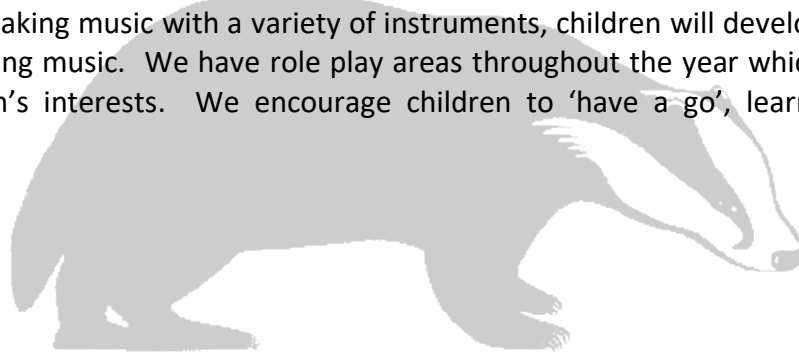
Understanding the World

We provide an environment with a wide range of activities both inside and outside that encourage children's interest and curiosity. We encourage children's interest and curiosity and use open ended questioning such as 'what could happen if...' 'I wonder why...' and 'how can we.' Children will use simple tools safely, encounter creatures, plants and objects in their natural environment and explore and experiment with a range of materials. We learn about different places, times and cultures, exploring the traditions and celebrations around us. Children will be encouraged to observe, ask questions and discuss what they have seen. Activities will include looking at ourselves and other living things.



Expressive Arts and Design

Creativity comes as children become absorbed in exploring their own ideas, through dance, music and movement, making and transforming things using media and materials or sharing their ideas in imaginative play activities. Activities include painting, modelling and drawing. Through singing rhymes and songs, listening games and making music with a variety of instruments, children will develop skills in composing, performing and enjoying music. We have role play areas throughout the year which are either linked to our topics or children's interests. We encourage children to 'have a go', learn new things and be adventurous!



Assessment

Assessment in Nursery plays an important part in helping us to recognise children's progress, understand their needs, and to plan activities and support their next steps. Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves the adults observing the children to understand their level of achievement, interests and learning styles, and to then shape learning experiences for each child reflecting those observations.

Learning Journeys

Your child's achievements in Nursery will be recorded via the online learning platform called Hero. You will be able to access this online. More information will be given to you once you start Nursery.

Parental involvement

We want to involve families in their child's education and value all contributions parents make to the partnership. If you need to talk to a member of the Nursery staff for any reason, we would appreciate it if you could use email via the office as your first port of call. You may also ring the main school office and ask to be put through to the Nursery. Please be aware that it may not always be possible to speak at length during the school day.

We keep parents informed of our topics on Hero and provide links to develop and continue specific learning within these areas at home. We have a concert at Christmas. We have termly Parent Consultations to discuss your child's learning.

There are many ways in which parents can take part in their child's Nursery experience such as:

- Celebrating and sharing progress, efforts and achievements from outside of Nursery.
- Sharing their own special interest/profession or hobby with the children.
- Joining in community activities in which the Nursery takes part.
- Attending parent consultations.
- Sharing news of special family celebrations or occasions with the Nursery.

Clothing

The Nursery uniform is a royal blue (logo) jumper or cardigan. Some items of uniform can be purchased from the school office or the school uniform supplier. Clothes should be both practical and suitable for messy and vigorous play. Shoes need to be safe as well as comfortable. Fastenings which your child can manage themselves will encourage independence.

Please name your child's clothing. We provide waterproof aprons and other protective clothing for water play and painting. We play outside on most days, so please ensure your child has a named warm coat, hat and gloves for cold days and a sun hat for hot days. It would also be a good idea to leave a pair of named welly boots for the days when it is muddy outside. We are unable to apply sun cream to your child at Nursery so please ensure it is put on before they come.

Birthdays

When your child has a birthday, we celebrate this special day. We have a pretend cake and candles. We will sing 'Happy Birthday' and share news of this special occasion.

If you wish to bring in sweets to share for your child's birthday we will hand them out at the end of the session as the children leave with their parent or carer.

Snack

We have a snack table which the children are encouraged to access independently during the session. This is monitored closely by an adult. Children may have a drink of milk or water and a piece of fruit which is provided. Please ensure you inform the Nursery of any dietary requirements and allergies.

Lunch

Children who are staying for the whole day will have their packed lunch at 12:00. We are a nut free school and would appreciate no nut products in lunch boxes. We would encourage a healthy packed lunch so no chocolates, sweets or fizzy drinks. To avoid any choking hazards we would ask that you cut grapes, mini sausages and mini tomatoes and other small food lengthways.

Absence and illness

On entry to the Nursery we will ask you to complete an Emergency Contact Form.

Please inform us of any medical conditions or allergies that your child may have.

There is an expectation that your child will attend all the sessions that you have requested. Persistent or frequent absence will result in your place being withdrawn. If your child is not attending due to illness then we ask that you phone the school office and leave a message to let us know the reason and duration of absence as we do monitor attendance inline with local authority guidance.

If your child is ill during a session, we will make them comfortable and contact you. Please inform us of any extended absences due to illness. In the case of sickness or diarrhoea, please keep them at home for at least **48** hours afterwards to ensure they are well and to minimise the spread of infection.

If you are treating your child for head lice please inform us so that we can make a general request for all parents to check their children's hair

Accidents

In the case of a minor accident, your child will be administered first aid by a member of staff and you will be informed at the end of the session. If the injuries are more serious, you will be contacted immediately whilst necessary first aid is given.

Medicines

Due to the short time of each session, we do not generally administer medicines in the Nursery. However, if your child is staying all day, we do have a locked cupboard in which to keep medicines.

Should your child need an inhaler or other regular medication in Nursery time then please fill in a medicine form (available from the main school office) and bring this to us with the medication.

Other General Information

We would ask that the children do not bring in toys from home as these can often be mislaid or sent home with the wrong child. If your child wishes to bring in something special to share occasionally then please speak to a member of staff.

The main school gates open at 08:40, the Nursery gate will open at 08:45. You will need to queue opposite the Nursery gate and wait for a member of the Nursery staff to open the gate. The children then walk up to the Nursery by themselves.

Collection of children will be from the main gate at 12:00 if your child is staying for the morning only.

If your child is coming for the afternoon session you will need to wait at the main gate until the morning children have been collected and then your child will be taken across to the Nursery.

Collection of children at 15:00 will be from the Nursery gate.

Please notify staff if someone else other than yourself is to collect your child either on a regular basis or on a particular occasion. This applies to any member of your family whom the Nursery staff have not seen before.

Any children not collected at the end of the session will be supervised in Nursery for the first fifteen minutes and then they will be taken to the main school reception area. Please be aware that persistent late collection will result in a fine.

Please do not allow your child to play on any outside equipment as they arrive or leave. This is to avoid accidents.

Dogs are not allowed on the school site.

And finally...

We look forward to working with you and your child as they embark upon their exciting journey in Nursery. We are always here to support you and your child to ensure that you all have the best possible experience.