

Welcome
to
Helen Gibson
Nursery School
2-3 Year old
2016-2017



HELEN GIBSON NURSERY SCHOOL

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<u>Head Teacher:</u>	Mrs J Parker (Bphil, GTP in Early Years Education)
<u>Room Leader level 3:</u>	Mrs M Holmes
<u>Teaching Assistant Level 2:</u>	Miss S Davies
<u>Secretary:</u>	Mrs A Howard
<u>Cleaner:</u>	Mrs C Dickinson
<u>Education Authority:</u>	South Tyneside
<u>Chairman of Governors:</u>	Mrs E Thompson
<u>Vice Chairman:</u>	Mrs J Brown
<u>Parent Governors:</u>	Mr A Ironside Mrs C Brice Mrs Grieves
<u>Community Governor:</u>	Mrs L Holt Mrs J Brown
<u>Teacher Governor:</u>	Miss S Butler
<u>Chairperson of Parent Teacher Association:</u>	Mrs K Brundle
<u>Secretary:</u>	Mrs C Wipat

Welcome

Dear Parents/Carers

We would like to welcome you and your child to Helen Gibson Nursery. We strive to establish good liaison between home and school right from the beginning. As parents you have already been your child's teacher and know your child better than we do, we therefore find it most beneficial for us all to work together in partnership. We have produced this booklet to provide you with more information about your child's nursery education. If at any time you do have any problems you wish to discuss with us please ask – we are here to help!

Parents are very welcome to come into the nursery at any time, but if you wish to speak to the head teacher it is best to check that she is available; as there are times when she is away from the building attending meetings.

Once the children have settled into the nursery routine we do welcome parental help; a notice requesting help will be put up on the notice board.

We are looking forward to a happy year of working together.

Yours sincerely

All the nursery staff



AIMS AND ETHOS OF THE SCHOOL

At Helen Gibson we strive to provide a stable, happy and stimulating environment which will facilitate a smooth transition from home to school for both parents and children.

We aim to offer the children opportunities which will enable them to develop those skills which are required for effective learning; thereby allowing them to develop to their full potential.



In order to meet the needs of each individual child we aim to:-

Provide love and security

Encourage the development of self esteem, a sense of achievement and self confidence

Give the opportunity for the child to express feelings and to cope with fears, worries and difficult experiences

Develop an awareness of the needs and rights of others

Provide an environment where children can develop their own identity without racism or prejudice

Provide opportunities for children to make choices and direct their own learning

Encourage independence and a sense of responsibility

Encourage learning through "hands on" experience

Encourage creativity and use of imagination

Promote communication skills

Develop concentration and listening skills

Develop language and reasoning skills

Develop spatial awareness

Develop manipulative skills / hand eye co-ordination



ADMISSIONS FOR 2 YEAR OLDS

Are you eligible?

If you are receipt of any of the following you could be eligible for a 2 year old funded place at Helen Gibson Nursery School.

Universal Credit

Income Support

Income based Jobseekers Allowance

Income related Employment and Support Allowance (if you are unable to work due to illness or disability)

The guaranteed element of State pension credit

Child Tax credit and earn £16,190 or less per year

Working Tax credits with a household income of less than £16,190 as assessed by HMRC

Support under Part VI of the Immigration and Asylum Act 1999

The child is Looked After by the Local Authority

The child has a current statement of Educational Needs or an Education, Health and Care Plan

The child has left care through special guardianship or has a residence order or has been adopted

The child is in receipt of Disability Living Allowance

ADMISSIONS FOR 3-4 YEAR OLDS

All children are accepted into nursery in the September of the year during which they have their fourth birthday. Children are admitted to nursery according to the following criteria when over subscription occurs:-

Looked after Children

Children with Special Educational Needs

Children with additional professionals involved

Proximity of parental home residence to school



PROGRAMME OF INTRODUCTION

Children will receive a home visit from staff members to ensure that the links between home and school start immediately. This also allows your child to get to know us in a familiar environment. The children will then have 2 visits to nursery which parents are expected to stay for. Over the next few weeks we stagger the children in so that we can spend quality time getting to know your child before they come for their full allocated time.



PREMISES

Helen Gibson Nursery is a nursery school which caters for children between the ages of two and four years. The original purpose built nursery was opened in September 1989; it is a light, airy building which provides a pleasant environment for all. The Two year old building was built in 2015 in the form of a log cabin.

The outdoor area consists of a block paved patio, slide, climbing house, a shelter, a large sand box, planters, gravel pit and water play, and a considerable grassed area, part of which is sloped. The variation in the outdoor area allows for the development of many different types of play and learning. We also have a large piece of land which has a fire pit, climbing frame, play house and a mud kitchen. We are also lucky enough to have our own allotment.

ORGANISATION

There is a good mix of 2 and 3 year olds in our Lodge with 3-4 year olds in our main nursery. The Lodge caters for children who have turned 3 after our September intake and for children who are 2 year old who are eligible for 15 hours of free education.

Our children attend mornings or afternoons sessions in the Lodge.
Lunches are not available for children in the Lodge due to capacity.



THE EARLY YEARS FOUNDATION STAGE CURRICULUM

The Early Years Foundation Stage is a phase of education for children from the age of 0 – 5 years.

The Foundation Stage consists of seven areas of learning and development:-

Prime Areas

Personal, social and emotional development.

Communication and language

Physical development

Specific Areas

Mathematics

Understanding of the world

Creative development

Literacy

The seven areas of learning and development provide a framework for the early year's curriculum.

In the Lodge we focus on the prime areas of learning before moving onto the specific areas.



Areas of Learning and Development

The Areas of Learning and Development establish expectations for most children to reach by the end of the Foundation Stage, but they are not a curriculum in themselves. Staff use 'Development Matters' to plan a curriculum based mainly on the Prime areas of learning. By the end of the Early Years Foundation Stage, some children will have exceeded the goals whilst others will be working towards them.

At Helen Gibson Nursery we have the resources to enable the children to engage in "child initiated learning" activities within the seven areas of learning and development. Child initiated learning occurs when materials are made available and accessible to the children; it occurs when children can experiment with materials within the activities they have planned or chosen (with adult support when needed). The element of choice is important as all children are individuals with different interests and experiences and they all develop at different rates. Children choose resources and activities which interest them.

APPROACH TO LEARNING AT HELEN GIBSON NURSERY

At Helen Gibson Nursery we have an approach to learning which encourages children to learn at their own pace in an ordered and stimulating environment through activities that they plan or choose themselves, and also through teacher-initiated activities which have been carefully planned for them. The staff reflect daily on what they have observed the children doing and build on this the following day to ensure every child meets their full potential in a fun and exciting way. The aim of this approach is to encourage children to become self-reliant, independent and confident decision makers.



We feel that this approach gives young children an excellent start in education, delivering a rounded curriculum which takes into account their individuality, and which develops them in every area, including personal growth, physical and social skills in a structured learning environment. We believe that the children benefit greatly from the stability of an ordered day.

The nursery is divided into some defined areas, however we aim to ensure that maths, reading and writing is everywhere. Areas are well equipped and clearly labelled. Print, pictures and photographs are all used for labelling. There are many variations of print all around the nursery.

We are very fortunate to have sufficient appropriate resources for all our children, which are all available to them and accessible for them. They can obtain what they need easily, know where to find what they need, and where to put things back at tidy-up time.

The children have a variety of experiences and places to work; they can choose to use any of the areas in the nursery, and may work on their own or with other children. We operate a free flow system which allows children to be inside or out at any given time. If children have a preference all staff ensure that they plan to encourage children to develop in all areas of learning no matter where they choose to play. The areas are constantly reviewed and improved, and resources are checked regularly. Staff in the nursery work as a team, planning ahead at regular staff meetings, daily reflections and discussing ideas for improvements.



COLLECTION OF CHILDREN AT HOME TIME

Young children can easily become very upset if they are not collected at the same time as everyone else; therefore could we request that parents/ carers please collect their child on time.

If you realise that you are going to be late, contact us before home time and we will then be able to inform your child and hopefully avoid any unnecessary distress.

Please inform us if anyone else will be collecting your child. Due to safeguarding procedures it is impossible for us to allow a child to be collected by someone else unless we have been previously informed.

The waiting area for parents is under the bandstand.

SETTLING-IN PERIOD

When your child first comes to nursery we understand that they may feel uncertain and we do welcome parents to stay until their child feels more secure.

However, we do not advise parents to stay with their child on a regular basis over a long period of time as the child may experience greater difficulty in settling into the nursery routine.

EQUALITY OF OPPORTUNITY

At Helen Gibson Nursery, we aim to give every child equal opportunities by offering them a broad and balanced curriculum relevant to their needs; regardless of gender, special needs, culture, religion or ability.

SAFEGUARDING

Helen Gibson Nursery aims to provide an environment in which all children feel happy, secure and valued, and where they are encouraged to talk, and are listened to. The protection of the children is given the highest priority.

As a school we support fully and play an active role in the inter-agency work carried out in line with the guidance set out by the South Tyneside Safeguarding Children Board.

Our children's well being and security are of paramount importance and because of this we have an intercom system in place at the front door. Please note that in order to keep our children safe it is important that parents/carers do not open the front door if the door bell rings whilst they are in this entrance. The door will be answered by nursery staff via the intercom.

At the end of the session parents/carers are asked to come into nursery to collect their child – with the exception of the morning lunch children who will be dismissed by the supervisory assistants.

SPECIAL EDUCATIONAL NEEDS

Helen Gibson Nursery is an inclusive nursery with facilities to support those children with additional needs.

Other services with whom we may liaise when working with a child with special educational needs are:-

- Health Visitors
- Educational Psychology Service
- Speech Therapy Service
- Portage and Pre-School Home Teaching Service
- Physiotherapy Service
- Occupational Therapy Service
- Social Services
- Service for the audio/visually impaired child
- Service for the hearing impaired child

With all our children at Helen Gibson Nursery, we aim to work in partnership with parents; consequently if a child is deemed to have a special educational need you as their parents would be the first people whom we would consult.

REPORTING ON AND RECORDING CHILDREN'S PROGRESS

During the nursery year meetings are held to enable parents to discuss their child's progress with their appointed educator.

If at any time during the nursery year parents wish to discuss their child's progress with the nursery staff, they are very welcome to do so.

The children's experiences and achievements are recorded throughout the year by the staff who work as a team.

The children will each have a Learning Journal at nursery which will include information about their progress evidenced through work samples and photographs. These Journals can be taken home to share with the family at anytime and brought back the next day. Please feel free to contribute to your child's Learning Journal. It is always fantastic to see what your child does at home.

PROMOTING POSITIVE BEHAVIOUR

Helen Gibson Nursery promotes positive behaviour. If a child behaves in what we consider to be an in-appropriate manner in the nursery, we talk to them and highlight our expectations. These expectations are reinforced through stories and circle time activities.

If inappropriate behaviour is consistently displayed we will discuss this issue with parents/ carers and agree strategies to develop positive behaviour. Please see our Behaviour Policy on our website.



HEALTH AND SAFETY

ABSENCES

If your child is ill or attending a medical appointment please inform us by telephone or in writing. On the first day of your child's absence please inform us by telephone of the reason why your child is absent.

We are now required to record the reason for every child's absence in the register.

In order for your child to gain the best educational benefit from their nursery place it is important for them to attend regularly with as little absence as possible.

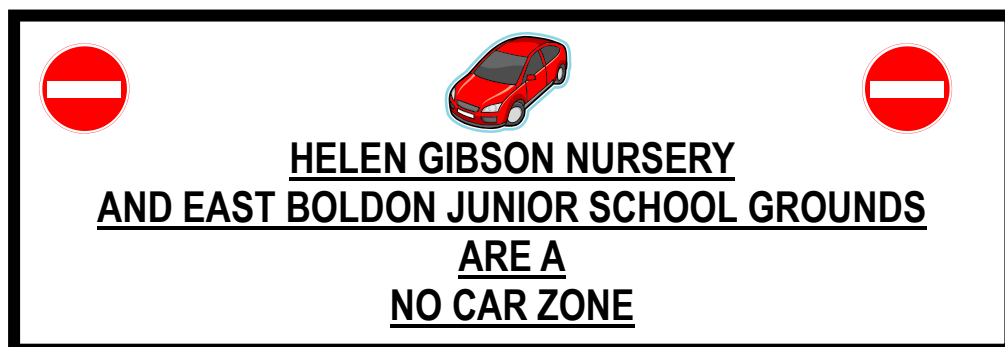
If your child is going to be absent due to holiday please put it in writing and return it to school before you go on holiday.

Children should not return to nursery following a bout of sickness or diarrhoea until they have been clear of the symptoms for 48 hours.

Accidents in nursery are recorded in our accident book and a copy given to parents on the day they occur. Please ask staff if you have any queries with regards to this matter.

Dogs are not allowed on school premises.

ROAD SAFETY



In order to ensure the safety of both the junior and the nursery children – cars are not allowed in the school grounds.

If yourself or your child's carer needs access to the school grounds for mobility/health reasons **A PARKING PERMIT MUST BE OBTAINED FROM THE SCHOOL.**

Please follow our guidelines when using a parking permit at Helen Gibson Nursery School. A copy of these can be obtained from the office.

Helen Gibson Nursery is a health promoting smoke free school.

Children are not allowed to run on the Junior school field. Parents must also ensure that their child does not run on the road whilst walking down to the nursery. Whilst the traffic flow is minimal there is always a possibility that a delivery van may be leaving the grounds at any given time.

MEDICATION

If your child requires specific medication, which has been prescribed by a doctor, parents/carers must fill in a form. Staff will then keep a record of when they administered the medication. If your child requires further care needs please speak to the Head Teacher.

CLOTHING

We have introduced a school sweatshirt which you can buy as well as a polo shirt. This is not compulsory. We ask that you send your child in easy to pull up trousers to help with their independence. We would also request that your child comes to school in wellies with a change of comfy footwear to be stored in their drawers e.g. a pair of slippers. If this is not possible it would be better to have Velcro fastening trainers / shoes to support their independence when changing into wellies outdoors.

Jeans can be quite difficult for our younger children to manage, especially whilst they are potty training. We recommend that all children wear jogging bottoms or leggings.

NURSERY SCHOOL

It is your responsibility to put your child's name down for a place in the 3-4 year old room at Helen Gibson Nursery.

You can do this by seeing Mrs Howard in our reception.

VISITS

As part of our curriculum we encourage visits i.e. the park. We ask that consent forms are returned promptly.

COMPLAINTS PROCEDURE

It is in everyone's interest that complaints are resolved at the earliest possible stage. All complaints will be referred to the headteacher; hopefully the majority of complaints will be resolved informally.

SCHOOL GOVERNORS

Helen Gibson Nursery School has its own independent governing body.

This body consists of 3 parent governors, 2 community governors, 2 LEA governors and 2 staff governors.



EAST BOLDON SCHOOLS PARENT AND TEACHER ASSOCIATION

At Helen Gibson Nursery School, we are very fortunate in that when the nursery opened, we were invited to become involved as one of the schools in the above association.

The Parent and Teacher Association raises money throughout the year for all three schools and at the end of each year, we receive a very generous cheque which enables us to fund specific projects within the nursery.

Your children are now benefiting from resources which have been financed by the P.T.A. in the past; we would therefore hope that you all support the P.T.A. during your child's year at the nursery.

The Welcome Meeting for the Parent and Teacher Association is held in September; please look out for details.

INFORMATION FOR PARENTS

This is displayed in many ways in the nursery. Please look out for our notices and newsletters.

