

Clee Hill Community Academy



Dream, Believe, Work, Achieve

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Nursery Prospectus 2020 – 2021



Nursery Teacher/Manager – Mrs D. Harding
Headteacher – Mrs C. Little

Clee Hill Community Academy is a member of The Shropshire Gateway Educational Trust, a charity and company limited by guarantee, registered in England and Wales with company number 9115941 whose registered office is at Lacon Childe School, Love Lane, Cleobury Mortimer, DY14 8PE.

WELCOME

Welcome to our Nursery. Thank you for your interest in joining us.

We opened in September 2016 and are extremely excited to be working with local families and the community.

Clee Hill Nursery is part of Clee Hill Community Academy and the wider Shropshire Gateway Educational Trust.

Our ethos is to provide a happy, welcoming and enjoyable experience for your child to be able to develop and grow. We aim to help your child to develop the skills needed to be able to progress as a friend and a learner. We value the importance of personal, social, independent, team and behaviour skills.

We will work alongside you to prepare your child for his/her future education.

We look forward to working with your family.

STAFFING

We have a team of experienced staff, working under the direction of the Headteacher, governors and the academy trust.

Nursery Manager – Mrs D Harding

Teaching Assistants – Mrs S Edwards
Mrs J Whitbread
Miss J Walker
Miss J Coleman

Your child will have an allocated key worker who will spend time with your child, settling them into their new environment, getting to know them as a person and helping them to progress. If you have any queries please contact Mrs Harding or your child's key worker in the first instance.

STARTING NURSERY



We know that beginning nursery may be an exciting time but may also be quite challenging for you and your child. We will do everything we can to help the settling in experience be as relaxed and easy as possible.

During the first few days you are welcome to bring your child into nursery and stay for the first hour, if you wish. If however, you feel that you can leave your child, please feel free to do so. Seeing you react in a positive, confident and happy way will help your child to feel more relaxed.

We will introduce you and your child to their key worker. This will be the person who will be the main point of contact for your child, other than the class teacher. They will get to know your child very well, spend time with them and observe them, working alongside the teacher to set next step targets and ensure that they are happy and progressing well.

All of our staff are there to share in your child's learning journey and will contribute to their learning and development.

We do know that some children may find it more difficult to separate from their parent or carer. We will do everything that we can to support them, and you, in this.

After this we would encourage you to stay with your child for the first 5 - 10 minutes of the session, whenever you can. This will allow you to help him/her with becoming independent in their routines of hanging up their coat and bag, adding their name card to the 'Who's here today?' and beginning an activity. Please do not worry if you cannot stay with your child, staff will be on hand to take messages and look after your child.

MUDDY MONDAY SESSION

Muddy Monday (day may change)
Exploring the outdoor classroom forest school area.
(This will be dependent on the weather.)



THURSDAY MORNING SESSION

We enjoy using the large school hall on a Thursday morning. This session is physical and often involves music and movement. We get used to taking off our own shoes and socks and in the summer term the older children start to change into a PE kit, getting ready for PE sessions when they start school.



CLOTHING



Much of what we do in nursery is play based. The children will be involved in messy, stimulating activities on a daily basis. We ask that the children are dressed in comfortable clothes that are not new or expensive, they will get messy. They can wear uniform if they wish, this is a white polo shirt, a maroon sweatshirt one with the nursery logo are available from the online school shop. This is on the school website. Other clothing, such as coats, may get dirty and so we ask you to be mindful of not sending your child in anything that you would not mind getting a little messy.

It is important that the children are comfortable and able to dress themselves as soon as they are able, in order to be able to develop independence in toileting and changing.

Children bring their own forest school clothes. We do ask that each child has a pair of wellingtons that they can keep in class if possible. They will use these daily.

Coats must be waterproof, warm and have a hood, as we will be outside in different sorts of weather.

During the summer all children will need to bring a hat to protect them from the sun.

Every child should have a change of clothes (it is not necessary to have uniform) to be kept in nursery, in case of accidents.

All clothing and belongings that are sent into school must be named to ensure that they can be returned to the correct child.

LUNCH AND SNACK



LUNCH - The children will be able to stay for the lunchtime session, should you wish. There will be a charge for this session of £2.00

You can provide your child with a packed lunch or request a school lunch (requests must be placed with nursery staff or the school office by 9.00am). £2.30 charge.

The children will go into the dinner hall for lunch, this will help them to prepare for school life.

DRINKS – Please send a named water bottle in for your child each day. We will refill if necessary. They will also be offered a drink of milk at morning snack time.

Please let us know if your child has any special dietary requirements or preferences.

We advise that parents do not send nuts in packed lunches as a precaution for other children who may have an allergy.

FEES – September 2021

Morning session – 9.00am - 12.00pm - £12.00

Lunch Club – 12.00pm -12.30pm - £2.00

Afternoon Session - 12.00pm – 3.00pm - £12.00
or 12.30pm – 3.00pm - £10.00

After Easter 2022 prices will be rising to £4.20 per hour.

NAPPIES, TOILETING, DUMMIES AND COMFORTERS



NAPPIES AND TOILETING – If your child wears nappies during the day-time we will need you to send in a pack of nappies, a pack of wipes and some cream (all items must be labelled with your child's name). This will mean that your child will only use the products that they are used to.

When the time comes for your child to transfer to a potty or the toilet we will work with you to do this. We will talk to you at the point that you, or we, feel it is the right time to begin this process.

DUMMIES AND COMFORTERS – We believe strongly that we can support your child to manage without dummies and comforters. We would ask that they remain at home, or in your child's bag, while they are at nursery. We will have special helpers (soft toys) to support children who require an extra level of comfort at nursery. We will work alongside you to help your child with this transition.

ILLNESS AND HOLIDAYS

ILLNESS – If your child is ill please contact the school office before 8.45am (morning session) or 12.35 (afternoon session). If you would like to speak to a member of nursery staff, please leave a message and we will contact you as soon as possible. If we have not received a telephone call, we will attempt to contact you by telephone. This is in line with school policy.

HOLIDAYS – Please notify the nursery staff if your child is going to be absent from school for any reason. In order to reserve your child's place at nursery you will still be required to pay for missed sessions.

EY-LOG LEARNING JOURNALS



Throughout your child's time with us we will keep a record of how their learning progresses. This will be recorded using a secure, web-based package. It will be a collection of photographs, observations by staff, comments from you and statements made by your child.

This learning journey will be available to you at home, giving you unlimited access to it. Once your child has been set up on the system, you will automatically be sent an email which enables you to access your child's information with a secure password.

You will be able to add your own observations and photographs. They could be something to do with independence e.g. *Charlie put his own socks on today*, or something relating to academic learning e.g. *Sarah counted 5 frogs in the pond at Nanny's house*. You will also be able to comment on the observations made by staff.

PARENTAL INVOLVEMENT



READING – The most important thing that you can do with your child is to read to them and talk to them. We have a selection of books available for you to take home and share with your child, these will be changed at least once a week. Please use them, as well as the books you have at home, to spend time talking to your child about colours, animals, behaviour, family, seasons and anything else that may arise. This will help to build their love of reading and learning as well as their vocabulary and understanding.

OUR CLASS LEARNING JOURNEY - On the wall/planning book there will be a photographic record of the work that we have been doing so that you can talk to your child about what they have been doing.

PARENT'S MEETINGS – You will be invited to parent's meetings, the first of which will give us the opportunity to discuss how your child has settled into school and to agree a starting point for their development tracking. If you would like to talk to a member of the nursery team at any other time, please make an appointment to meet at the end of a session. Appointments can be made via the school office.

HEALTH, BEHAVIOUR AND LEARNING NEEDS

We understand that your child and their individual needs are vitally important to their growth and development. It is important for us to be aware of anything which could impact on your child. If you notice anything that concerns you about your child, please share it with us. We may be able to help you to resolve or explain it. If we have any concerns we will talk to you as soon as we can.

In some cases we may suggest that you visit your GP, we may contact the health visitor, or we may ask for help from someone else, via our Special Educational Needs Co-ordinator, Miss Pugh.

SUN SCREEN – In line with Shropshire County Council’s policy we ask that you apply factor 50+, long lasting, sun-screen before your child attends a nursery session on a potentially warm day. If your child attends for a full day, we will apply sun screen for the afternoon session. You will need to read and sign the form in the admissions pack.

MEDICATION – If your child needs medication during the day, please take it into the school office, you will be asked to complete a medication form.

ALLERGIES – Please ensure that we are made aware of any allergies your child may have.



TRANSITION OPPORTUNITIES



The Reception team provide opportunities for all children who will attend Clee Hill Community Academy to spend time in school before they start full time.

Your child is in a unique position where they can be involved in the school right from the start of their education, taking part in school events and experiences.

Your child will have lots of opportunities to spend time exploring the main school and working in the reception areas. We will regularly spend time using the school hall, the outdoor classroom, the reception outdoor area and the KS1 playground. This will allow your child to become familiar with the school building and its learning environments before they begin their full-time school experience.

Your child will also have the opportunity to spend time with the reception staff and children, taking part in fun and engaging activities.

Your child will gain an invaluable insight into the life of the school, which will help them to prepare for beginning school.

EARLY YEARS PUPIL PREMIUM

The government has allocated extra funding to support provision for specific children in their early years. This funding is known as Early Years Pupil Premium. It is designed to provide your care provider with extra money to use to support your child.

There are specific criteria which have been set in order to assess whether your child is eligible for the funding. The finance team will automatically apply for this funding using the Declaration form that you complete termly.

***Please note:** Early Years Pupil Premium information is strictly confidential. No other parent or child will be aware that you are entitled to them. The funding that they provide for children will benefit them in many ways and we encourage **all** parents to apply if they feel they may be entitled.*

