



Clee Hill Community Academy

Nursery

Work,

Dream,

Believe,

Achieve



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.



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Welcome

Headteacher –
Mrs C. Little



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 Four Stones Gateway Trust.

Nursery
Teacher/Manager –
Miss D. Edwards



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.

Staffing

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

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 Ms Edwards, Nursery Manager or your child's key worker in the first instance.

Nursery Lead –
Mrs S Edwards



Teaching Assistant –
Mrs J Whitbread



Teaching Assistant –
Miss J Walker



Teaching Assistant –
Miss S Jones





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.

From the beginning we encourage the children to be independent. We encourage them to find their own peg by looking for their picture, take off their own coat and wash their own hands.

During the first few sessions you are welcome to bring your child into nursery and stay for a while, 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.

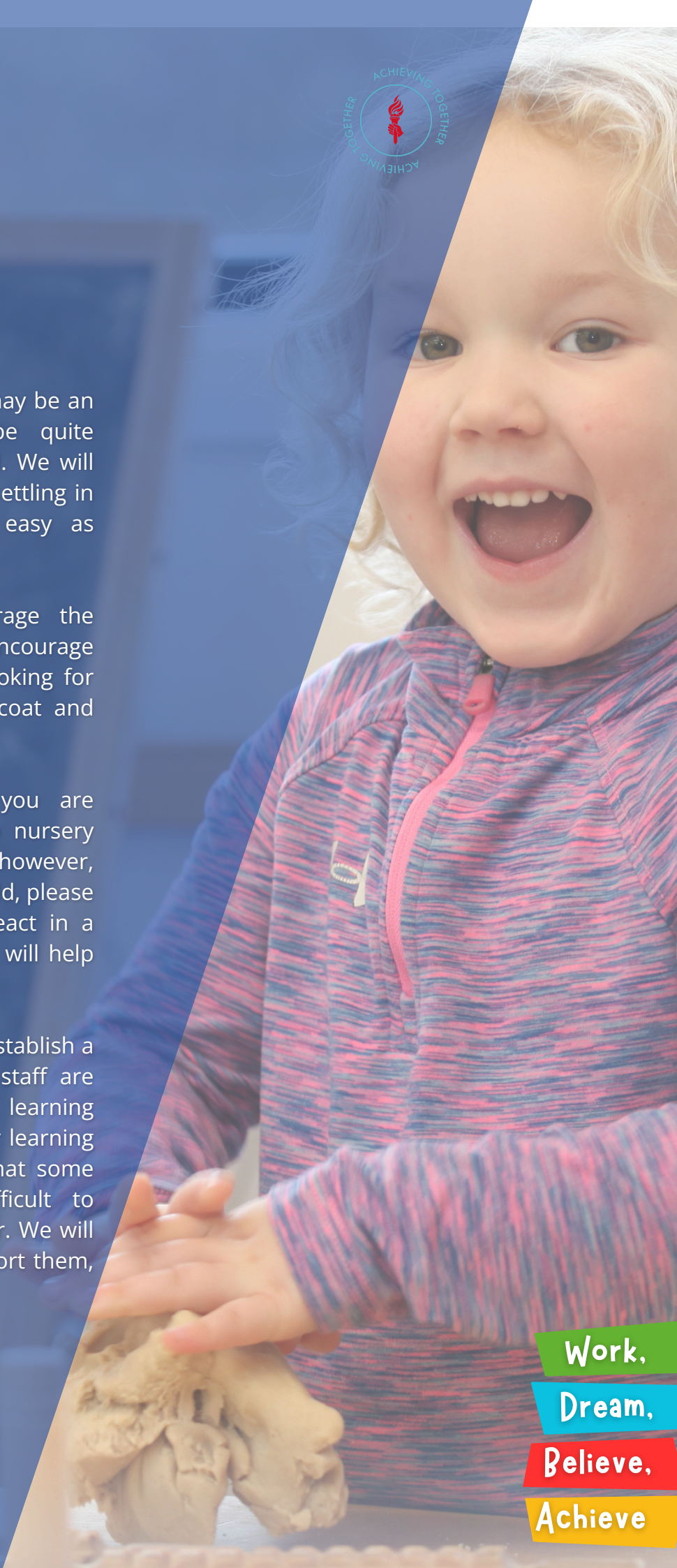
Once your child is settled, we will establish a key worker for them. All of our staff are there to share in your child's learning journey and will contribute to their learning and development. We do know that some children may find it more difficult to separate from their parent or carer. We will do everything that we can to support them, and you, in this.

Work,

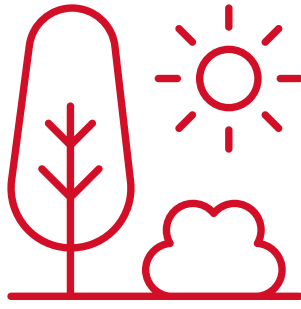
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Muddy Monday Session



On Monday afternoons Nursery spend time outside. We have lots of fun exploring, playing in the mud kitchen, hunting for bugs, climbing the banks and lots more! We ask you to send in lots of layers as it can get cold and very muddy. We also ask you to provide waterproofs and wellies. We will go outside in most weather conditions except for high winds.

Physical Fun Session



We enjoy using the large school hall one morning or afternoon a week. This session is physical and often involves music and movement.



Clothing

We are a play based Nursery. The children will be involved in fun, active and stimulating activities on a daily basis. A lot of these will be messy. 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.

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) in their bag in case of accidents.

There is also a swap shop located at the end of the school path. All clothing is free however you can make a donation to the PTA via the QR code on the Swap Shop Shed or cash can be handed into the school office. The Swap Shop is extremely popular and is 'owned' by the community.

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

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Lunch & Snack

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



Snack

Children will be provided with milk and a piece of fruit each morning at snack time.



Drinks

Please send a named water bottle in for your child each day. We will refill with water when necessary.



Lunch

You can provide your child with a packed lunch or request a school lunch (requests must be placed and paid for on our online lunch system, Impact Food, login information will be emailed to you).



Special Dietary Requirements

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.

Deadline for ordering meals is **11pm the Sunday** for the following week.

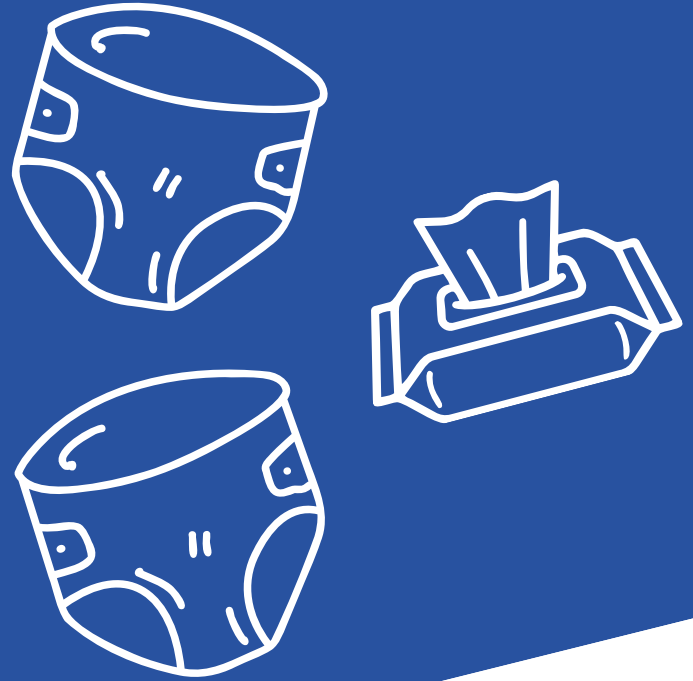
**IMPACT
FOOD**

If parents/carers miss the 11pm Sunday deadline they will need to email Impact Food direct:
primary@impactfood.co.uk

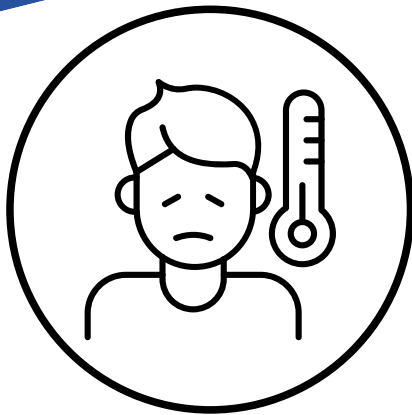
If students are absent due to illness, parents/carers need to email Impact to request the meal is cancelled:
primary@impactfood.co.uk

Nappies & Toileting

If your child wears nappies during the day-time please send in a nappies, a pack of wipes and some cream if needed (all items must be labelled with your child's name) in a bag daily. 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.



Illness



If your child is ill please contact the school office before 8.45am (morning session) or 11.35am (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 be still be required to pay for missed sessions.



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Parental Involvement

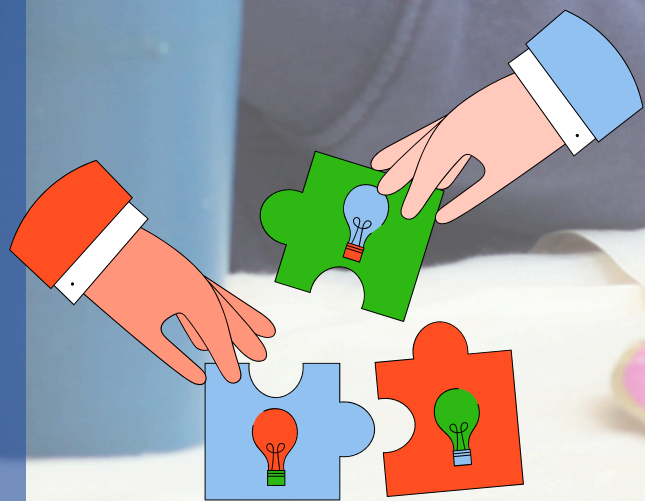
Speaking and listening – One of the most important things you can do with your child is to talk with them. Take time to sing, talk, chat, laugh and discuss things you see, hear, and feel with your child. Reading – Reading and sharing stories with your child is a wonderful experience for both parents and children and is a key element helping your child with their learning. We have a selection of books available for children to take home and share with your child, these will be changed 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.

Throughout the school year we send home ‘a den in a bag’ for children to build a den and share stories and non-fiction books inside. We encourage parents to come in a read to the children. Our ‘mystery reader’ is very popular. We ask parents, carers etc to come in without letting their child know, it is a mystery who will read us a story today.

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.

Parents 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.



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Class Dojo



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 is in your child's portfolio and 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. You will also be able to message your class teacher on Dojo.



Arbor

Arbor is our Management Information System, where we hold your child's record, including medical information and parent contact details. You will also use this to book CHAMPS wrap around care and parents evening appointments. The office will email you details of how to create an account and access the Parent Portal.

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Health, Behaviour & 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.



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Transition Opportunities

As a foundation stage team, we 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 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.



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