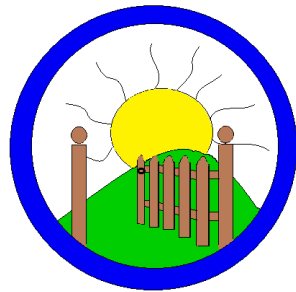


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Cleobury Gateway Nursery



Cleobury Gateway Nursery

Cleobury Mortimer Primary School
Love Lane
Cleobury Mortimer
Shropshire
DY14 8PE

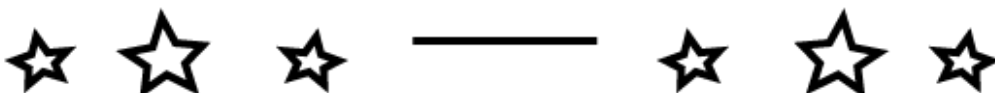


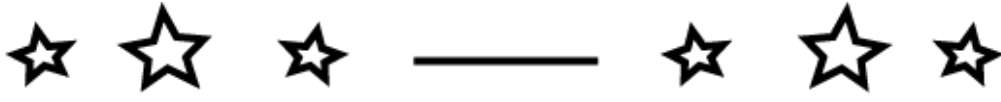
Headteacher - Mrs C. Mayfield

"Only where children gather is there any real chance of fun."
Mignon McLaughlin

Shropshire Gateway Educational Trust

Cleobury Mortimer Primary School 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

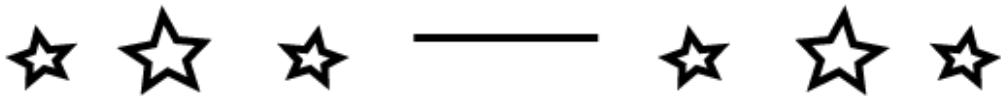


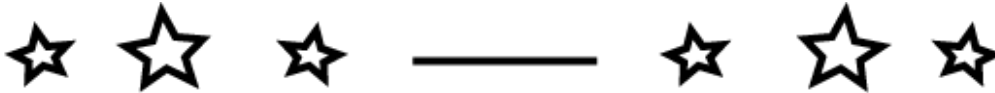


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Introduction

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

We opened in September 2015 and are extremely excited to be working with local families and the community.

Cleobury Gateway Nursery is part of Cleobury Mortimer Primary School and the wider Shropshire Gateway Educational Trust.

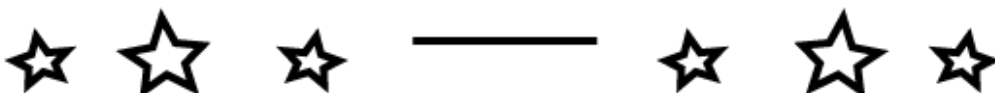
Our ethos is to provide a happy, welcoming and enjoyable experience for your child to be able to develop and grow. We aim to help your child to develop the skills needed to be able to progress as a friend and a learner. We value the importance of personal, social, independent, team and behaviour skills.

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

"A child can ask questions that a wise man cannot answer."

Anonymous

We look forward to working with your family.





Starting Nursery

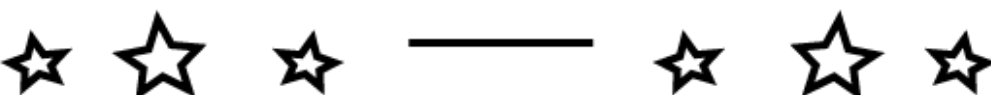
We know that beginning nursery may be a difficult time for you and your child. We will do everything possible to help the settling in experience as relaxed and easy as possible.

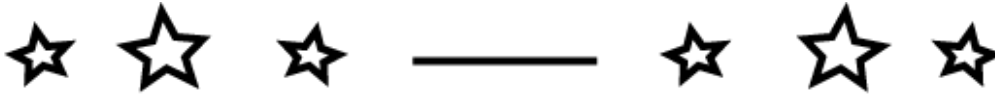
Before your child begins at Nursery, we aim to undertake a home visit whenever possible. This visit will allow us to meet your child in their home environment, where they are relaxed and confident. We may bring some books and games with us so that your child can spend some time with the person who will be their key worker and build security. The meeting will also give you the opportunity to share information about your child with us.

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 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?' boxes 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.





Session Timetables

Morning Session

8.40 – Arrive at nursery. Hang up coat and bag. Put name card in the 'Who's here today?' boxes. Activities.

8.50 - Carpet time. Register. Story and discussion time.

9.00 - Activities.

10.00 – Snack and chatter.

10.15 - Activities.

11.35 – Song/story. Goodbye song.

Lunch Club

11.40 – 12.20

Afternoon Session

12.20 – Arrive at nursery. Hang up coat and bag. Put name card in the 'Who's here today?' boxes. Activities.

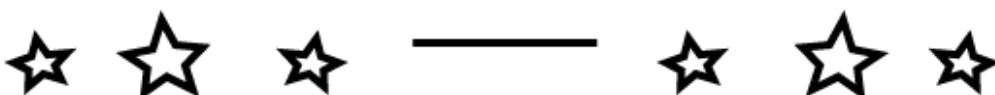
12.30 - Carpet time. Register. Story and discussion time.

12.40 - Activities.

2.00 – Snack and chatter.

2.15 - Activities.

3.15 – Song/story. Goodbye song.



Thursday Morning Session –

Outdoor Classroom

Exploring the outdoor classroom and undertaking activities in the outdoor area.



or

Gym Tots

Using play equipment and practising physical skills at Lacon Childe school with the Gym Tots leader.

Each term there will be opportunities for you to come and 'Stay, Play and Learn' alongside your child. Information about these events will be sent out separately.



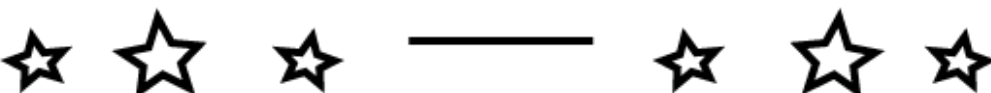
Staffing

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

Nursery Leader / Class Teacher - Mrs N Mountjoy

Teaching Assistants - Miss Z Carter
Mrs R Evans
Miss M Wall

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



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Clothing



“Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood.”

Fred Rogers

Much of what we do in nursery is play based. The children will be involved in messy, stimulating activities daily. We ask that the children are dressed in a white polo shirt, a blue sweatshirt (ones with the nursery logo are available from the school office) and black or navy blue jogging bottoms. 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.

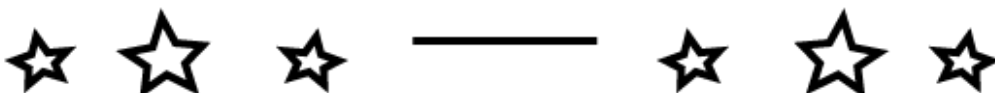
The school will provide waterproof clothing for the children to use when visiting the outdoor classroom. We do ask that each child has a pair of wellingtons that they can keep in class. They will use these daily.

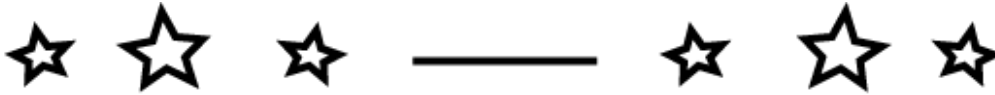
Coats must be waterproof, warm and have a hood as we will be outside in different sorts of weather.

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) in their bag, or 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.





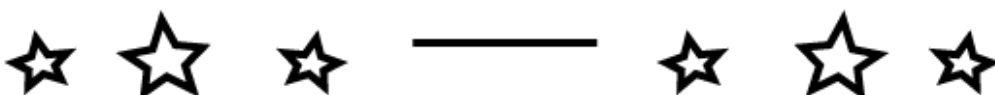
Birthdays



Birthdays are special days!
We have a tradition of celebrating birthdays at our school.

When it is your child's birthday, they are invited to come to school dressed in their own clothes. If your child's birthday falls on a weekend, or during a holiday, they can pick a day when they can wear their own clothes.

On this day they will visit Mrs Mayfield for a sticker and a pencil!



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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 £2.60

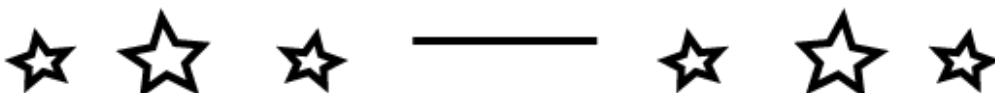
You can provide your child with a packed lunch or request a school lunch (requests must be placed with nursery staff or the school office by 9.00am). £1.70 charge.

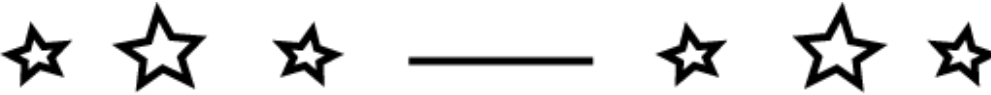
In the summer term, the children will eat in the main hall to help them prepare for school life.

Snack – Children will be provided with a snack during both morning and afternoon sessions. The snack will be healthy, and the children will sit at a table to eat.

Drinks – Fresh water will be available for the children throughout the day. If you would like to you can also send a named water bottle into school. 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.



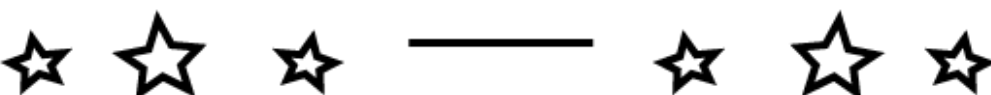


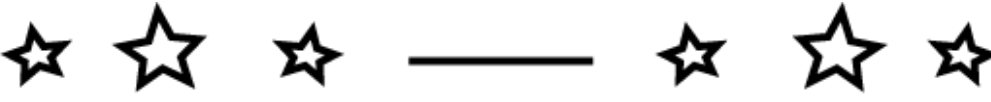
Nappies, Toileting, Dummies and Comforters

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.

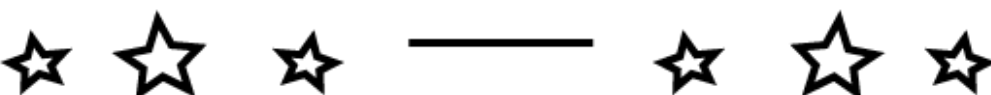




Illness and Holidays

Illness – If your child is ill please contact the school office before 8.45am (morning session) or 12.25 (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 – Although it is not a legal requirement to attend nursery, we do know that consistency is important to children and we ask that wherever possible holidays are taken during school holidays. Authorised leave forms are available from the school office. In order to reserve your child's place at nursery you will still be required to pay for missed sessions.





The EYFS Curriculum

The Early Years Foundation Stage (EYFS) is the statutory framework published in 2012 by the Department for Education that sets the standards for the development, learning and care of children from birth to five.

It is made up of the three prime areas of learning:

- communication and language
- physical development
- personal, social and emotional development

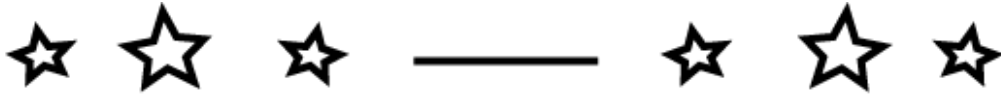
Four specific areas of learning:

- literacy
- mathematics
- understanding the world
- expressive arts and design

The curriculum also looks at how the children learn with the Characteristics of Learning:

- playing and exploring
- active learning
- creating and thinking critically

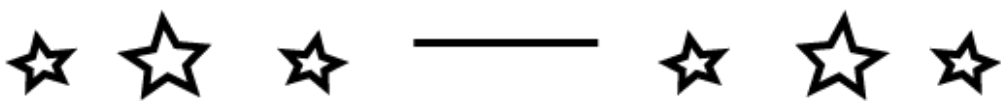
These areas are broken down into small steps in the document 'Development Matters', which provides us with guidance as to the milestones that we can help your child to achieve. It forms the basis for our planning, the learning activities we create and the assessments we make.



The activities we undertake will vary from session to session. The children will be able to work and play inside and outside in nearly all weathers. All the learning which takes place will do so in the form of play experiences.

The classroom will be organised into different areas so that your child can access equipment and activities when they want to. They will be challenged using questioning, investigative activities and varying learning experiences.

Letter and Numbers – we feel strongly in the importance of understanding before doing. Therefore we ask that you do not teach your children to write letters and digits until they are ready. In nursery we will work alongside you to teach the children about the sounds that they hear and the value of numbers, before introducing them to the written form. When your child is ready, we will talk to you about the letter and digit formations that we use. This will prepare them for their future learning.



Learning Journeys



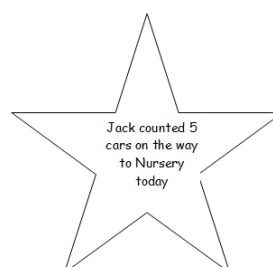
Throughout your child's time with us we will keep a record of how their learning progresses. This will be recorded using a paper learning journal. It will be a collection of photographs, observations by staff, comments from you and statements made by your child. This information will all be used to track how well your child is doing.

Here in Nursery we get as excited as you do watching your child grow and develop, and would like to celebrate all their achievements - whether they happen at school or at home with you.

We would love to hear from you about the things your child enjoys or achieves. It helps us to create a 'well-rounded' picture of who your child really is.

These '**Star Moments**' can tell us about anything of interest that you'd like to share with us. For example, your child's favourite bedtime story, the day their first tooth fell out, how they built a tall lego tower, and many more besides!

However, please remember that your child is unique. What he/she enjoys doing or achieves for the first time is personal to them and should be recognised whenever it takes place, regardless of when their friends did something similar. Here are some examples of completed 'Stars' as ideas.



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. They will always be available and can be changed whenever you would like. 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.

The final week of each half term will be reading week, where you will be invited in for the last 10 minutes of each session to read with your child in class.

Parent's Meetings – You will be invited to various meetings to discuss your child, 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 point, 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

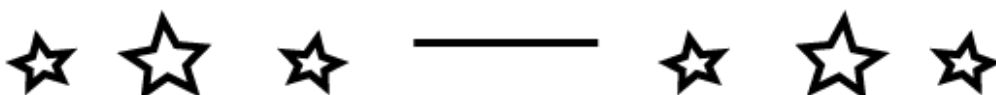
Your child and their needs are as important to us as they are to you. It is important for us to be aware of anything which could impact on your child. If you notice anything that concerns you about your child, please share it with us. We may be able to help you to resolve or explain it. If we have any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

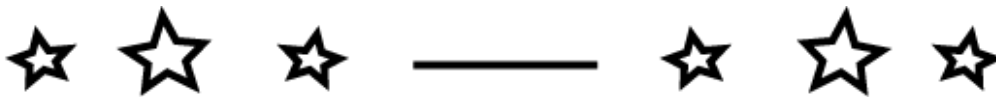
In some cases, we may suggest that you visit your GP or we may ask for help from someone else, via our Special Educational Needs Co-ordinator, Mrs Hector.

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. 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. We have a ‘no nuts’ policy in school because of allergies other children have. We politely request that no nut food products are brought into school at anytime.





Transition Opportunities



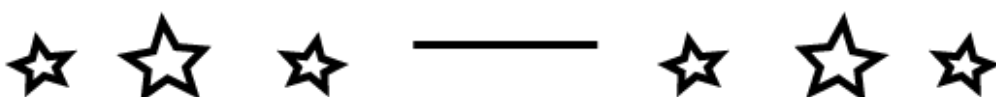
The Reception team provide opportunities for all children who will attend Cleobury Mortimer Primary School to spend time in school before they start full time.

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 it's 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.





Fees

Single session (morning or afternoon) - £11.85

Lunch Club - £2.60 with a packed lunch (£4.30 with a cooked dinner)

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. A letter and form are attached to explain this in more detail. We ask that all parents complete the form to ensure that the correct level of funding is received.

***Please note:** Free School Meal and 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.*



Policies

We have policies in place to ensure that your child is safe and well looked after during their time at nursery. These documents are regularly reviewed. Statutory policies are available on the website or ask in school if you would like a copy of any policy.

Complaints

Should you have any concerns or complaints at any time, please discuss them with the Nursery Manager in the first instance. If you are not satisfied following this meeting, please arrange to see Mrs Mayfield.

Should your concerns not be dealt with through this process please contact the Chair of Governors, via the school office.

We do ask that you discuss issues with us directly. We want you and your children to be happy at Cleobury Gateway Nursery and will be happy to take the time to talk to you.

