



Nursery Prospectus 2024/2025

HEADTEACHER
Mrs S Walker

WELCOME TO WODENSFIELD PRIMARY SCHOOL

We are looking forward to your child joining our Nursery class and we hope that his/her time with us will be a rewarding one. We want to ensure that your child enjoys his or her time at Nursery and feels secure and cared for.



We hope you find this booklet helpful. It is designed to answer some of the questions you may have about the Nursery and it explains a little bit about the experiences on offer to your child.

The Nursery is included in all school policies, details of which can be found on the school website <https://www.wodensfield.org/>

It is recognised by the staff that starting Nursery is a great step in your child's life. We will do all we can to ensure they feel welcome.

We are very aware of the tremendous input that you, as parents and carers, have already made in the education of your child. We look forward to developing a partnership with you in these valuable early years to enhance your child's education.

BEFORE NURSERY

Starting Nursery is an exciting time for young children and together we can make it an enjoyable and rewarding experience. You will be invited to a Nursery open day before your child starts. When your child starts Nursery, you will find that only a few children start on the same day. By admitting the children in small groups, we find that the children can settle more quickly, make friends and become familiar with the Nursery environment. This helps to make the transition from home to Nursery as smooth as possible for both children and parents.

Before your child starts Nursery, please talk to them about the things he/she will be doing e.g., creative activities, construction activities, role play, cooking, listening to stories, and making friends. Reassure your child that you will be coming back to take him/her home at the end of the session. It is quite normal (as you may well know) for your child to be a little upset when he/she first starts Nursery. It is a big step in your child's life.

There is a lot to learn when your child starts nursery. Below is a selection of skills that your child will be developing during their time at nursery. Please support and encourage your child to practise these skills at home too. If you would like any support with this, please speak to a member of staff.

STARTING SCHOOL SKILLS

Personal Skills

- wash and dry their hands
- use the toilet
- use a tissue to blow and wipe their own nose
- put on and fasten their coat
- put on and fasten their own shoes (Velcro fasteners; not laces or buckles, thank you)

Independence and Sharing

- to recognise their own belongings and begin to look after them
- take turns when playing simple games and sharing toys
- join in with games and activities with other people. Try having a friend round to your house to play – this is great for encouraging independence and developing confidence too
- using the toilet and washing their hands independently
- putting their own coat and shoes on.

Eating and Drinking

- use a knife, fork and spoon.
- drink from an open cup and from a carton using a straw

Speaking and Listening

- to look at, listen to, and talk about things around them
- listen to stories, songs and rhymes and to join in with repeated words or phrases
- ask and answer simple questions
- ask a grown-up for help when needed
- listen and follow simple instructions

Literacy (Reading and Writing)

- read stories with your child and encourage the enjoyment of looking at books
- recognise their name when written down
- hold a pencil between thumb and first two fingers to make marks
- draw simple pictures of familiar people and objects
- recognise every day sounds such as doorbells, car engines and animal sounds

Number Skills

- sing number rhymes or songs.
- subitising - recognising small sets of objects without
- counting them
- practise saying numbers to 10 in the correct order
- count small groups of objects and remember the total
- compare small sets of objects looking at which one has more or less



STARTING NURSERY

Your child is about to start Nursery. This is his/her first step on the long road of education. We want it to be a special experience for both you and your child.

In Nursery, children are encouraged to learn through play and investigation.

We aim to foster an atmosphere in which children learn self-confidence and independence as well as the more formal education skills.

At the end of the Summer Term, we will hold a stay and play session at Nursery. You will meet the Nursery staff and will be able to look around the Nursery. Two members of the Nursery team will also make a short visit to meet you at home, as a very personal way of starting the important partnership between parents and school.

NURSERY STAFF

Your teacher is...

Hello, my name is Mrs Roycroft and I will be your teacher in Nursery. I hope you are all excited to join us in Nursery. You will have fun while you learn with us 😊

I enjoy spending time with my family. We like to ride our bikes and go on holidays together. I enjoy watching football and support Aston Villa.



Miss Hatton, Miss Healy and Miss Godfrey will support your learning.

Hello, my name is Miss Hatton. I enjoy spending time with my family and friends. I also like reading and watching football.

I look forward to meeting you all when you start Nursery.





Hello! My name is Miss Healy.

I enjoy socialising with family and friends and walking my two dogs – Phoebe and Ernie.

I look forward to welcoming you in September.



Hello! My name is Miss Godfrey and I start my journey at Wodensfield, at the same time as you.

I spend time having lots of fun with my own children and I enjoy drawing, colouring, and crafting.

THE NURSERY ENVIRONMENT



PARTNERSHIP WITH PARENTS

As parents and carers, you are your child's first educators. We believe in a close partnership with parents and staff to enhance their education.

Good communication between staff and parents/carers is essential and enables us to inform each other of relevant matters concerning your child. We appreciate being informed of any changes at home that might affect your child and will treat everything you tell us in strict confidence.

We want to inform parents about activities and events that are taking place in Nursery and school. Letters, termly diaries and any other school communication will be sent home via School Gateway. Our school website holds a wealth of information, including reminders of key events, letters, policies and links to support. 'Marvellous Me' (MME) is an additional system that class teachers use to pass on information to parents. Both systems are accessible via an app on their mobile phones. Further details are included within this pack to support you with registration and download in September 2024.

Theme and activity plans will be displayed in the entrance area and sent via the MME app. These will inform you of the range of activities available to your child and help you to further support and enhance their learning in Nursery.

Parents are welcomed into Nursery at the start of every session to help settle children and are welcome to stay for the flexible entry part of the session.



TIMES OF THE NURSERY DAY

Your child will be offered 15 hours of free Nursery provision at Wodensfield Primary School. This is made up of five three hour sessions.

We offer a flexible start to our sessions which allows children to enter Nursery over the ten minute period between 8:30am and 8:40am. This allows for a quieter calmer entry for all children. This gives parents and carers the opportunity to spend a short time in Nursery with their child each day, observing their learning and allowing for informal discussions with the staff. The timings of the morning entry also enable parents to drop Nursery children off before taking older children into school. A similar system operates in the afternoon where children are required to arrive between 12:30pm and 12:35pm. Please ensure you arrive within these times, so children are settled and ready for the start of learning time at 8:40am in the morning and 12:35pm in the afternoon. Children arriving after these times will need to be taken to the main school office. Nursery children should be brought to Nursery before dropping older siblings off at school to ensure they are on time for the start of learning activities.

We also operate a flexible exit, and children can be collected between 11:25am and 11:30am from the morning session and between 3:20pm and 3:30pm from the afternoon session.

Nursery terms and holidays are the same as school. Parents will be informed of important dates e.g. trips, assemblies and inset days on the school - termly diary, and website.

30 HOUR PLACES

Working families are entitled to an additional 15 hours of Nursery provision. If you would like to access the additional hours you will need to formally apply. You need to visit <https://www.gov.uk/apply-30-hours-free-tax-free-childcare> to check your eligibility and apply for the additional 15 hours of nursery provision. If you are eligible, you will be issued with an eleven digit code that needs to be returned to school. Once we have this code, we can allocate you the additional hours in Nursery.

If you are choosing a 30 hour place for your child, they will automatically be allocated a morning Nursery place, and we will provide their additional 15 hours in the afternoons. The additional 15 hour sessions will run 11:30am to 3:15pm from Monday to Thursday; please note a packed lunch will need to be provided.

If you require your child to attend Nursery on a Friday afternoon, you will need to book a session via our School Gateway system at a weekly cost of £21.00. Lunch club is also available every Friday from 11:30am to 12:30pm at a cost of £5.60. You are required to pay for these sessions in advance. Children will not be able to attend these sessions, if they are not booked and paid for in advance of that day.

We are a nut free school and ask that lunches **do not** include any items that contain nuts. For health and safety reasons, we ask that all grapes are cut in half length ways and that children refrain from bringing sweets. We will encourage children to eat the food you provide for them and will send home any food they have not eaten.



DAILY SESSIONS

On arrival, please help your child self-register before entering Nursery. Children will need to select their own name tag and place it on their water bottle. Staff will always be there to greet you at the door and assist with the entry procedure.

When you take your child into Nursery, please support him/her to put their coat, bag and any other belongings in their named locker. All children have an individual picture label with their own picture and name; this will be on their locker and is attached to your induction schedule so you can help familiarise your child with it before September. 30-hour children will have their own locker, and 15-hour children will share a locker with another child who attends the opposite session to them.

ATTENDANCE

Although Nursery attendance is non statutory, it is important that children attend regularly to help them settle into Nursery and to prepare them for school life. By accepting our offer of a Nursery place, you are committing to bringing children to Nursery regularly attending. We ask that you inform the main school office via telephone on 01902 556350 or via email attendance@wodensfield.org if your child is unable to attend any sessions.

SESSION STRUCTURE

During group time at the beginning of the session, there will be a daily opportunity for your child's learning to be led by their key person, with a focus on a particular area of learning. Following this, the children are encouraged to become increasingly involved in self-chosen activities. Their interests and curiosity to explore, discover and understand is supported appropriately by our staff.

Alongside this 'child-initiated' learning, staff also spend time working on skills to help with your child's general development.

Morning Session

8:30am Welcome and self-chosen activity

8:40am Wake and Shake gross motor active session

9:00am Small Group time and fine motor activities

9:20am Sustained involvement learning time with adult led/child chosen activities (both indoors and outdoors) also including snack time

10:20am Tidy up. Quiet time, listening games, floor book work and group story time.

11:15am - 11:30am Songs, rhymes. End of session

Afternoon Session

12:30pm Welcome and self-chosen activity

12:40pm Wake and Shake gross motor active session

1:00pm Small Group time and fine motor activities

1:20pm Sustained involvement learning time with adult led/child chosen activities (both indoors and outdoors) and including snack time

2:25pm Tidy up. Quiet time, listening games, floor book work and group story time.

3:15pm - 3:30pm Songs, rhymes. End of session

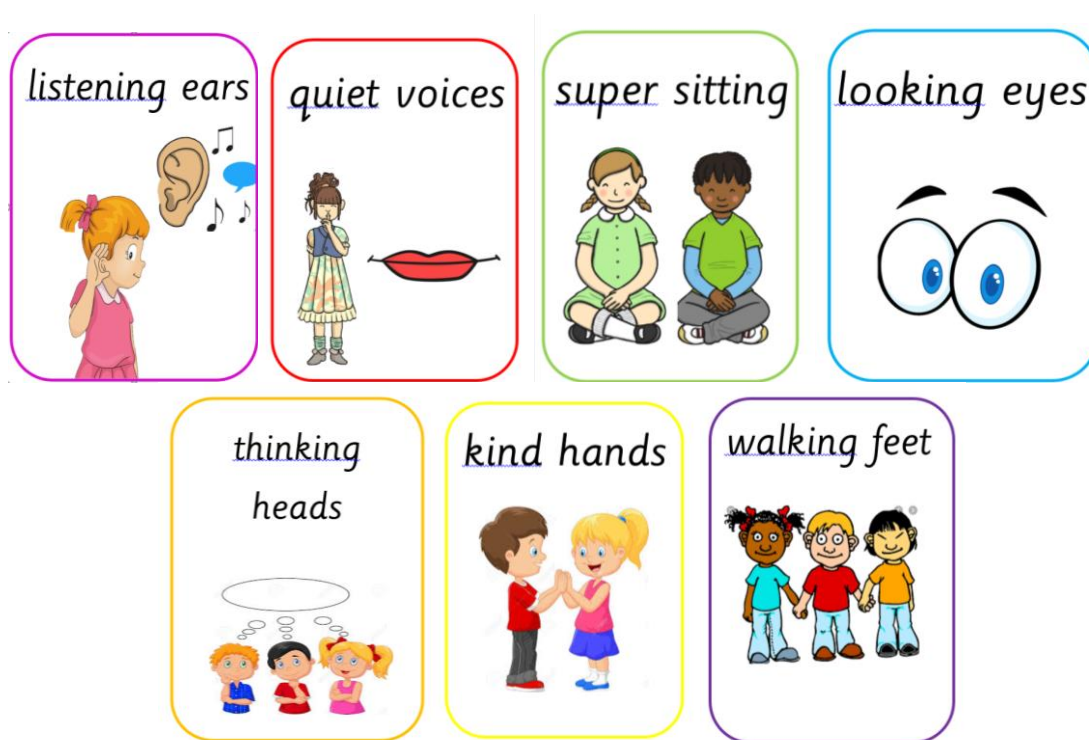
ACCIDENTS OR INJURIES AT SCHOOL

All staff in Nursery have received first aid training and can administer first aid for minor injuries. If your child hurts themselves at Nursery we will inform you via our Marvellous Me communication app before you collect them. On the rare occasion that an injury is more serious we will phone you directly to inform you. Please ensure you have full access to the Marvellous Me app. Staff can re-issue access codes should you have any problems with notifications.

NURSERY BEHAVIOUR EXPECTATIONS

These are the pictures we use in Nursery to help us demonstrate to the children how we expect them to behave. Once the children start Nursery we will gradually introduce them to all the pictures and explain how they can use the pictures to help them do the right thing at Nursery.

The visuals are on the wall in all three family group areas and the staff have smaller versions that they carry to remind the children of our expectations as they are moving around the room.



To help the children remember these expectations and to make it fun we also sing them in a song to the tune of heads, shoulders, knees and toes.

Thinking heads and looking eyes, looking eyes
Thinking heads and looking eyes, looking eyes
and listening ears and quiet voice
kind hand and walking feet, walking feet.

COLLECTING YOUR CHILD

At the end of the session please come into Nursery to collect your child.

This routine offers a daily opportunity for the development of our parent partnership. This enables you to discuss informally your child's day or any concerns or information you feel may be relevant to your child's key person. It is important that we know who is bringing and collecting your child. You have indicated your collection nominees on the admission form.

If you or a nominee are unable to collect your child by the end of the session, please inform the main school office via telephone on 01902 556350 as soon as possible. Please give their full name and indicate their relationship to your child to the office staff. They will ensure this information is promptly passed to Nursery staff. Children will not be allowed to leave with anyone whose name has not been communicated to the school.

EARLY YEARS FOUNDATION STAGE CURRICULUM

During the Nursery session your child will have opportunities to develop in all areas of learning.

The three prime areas are:

Communication and Language

Physical Development

Personal, Social and Emotional Development

and the four specific areas are:

- **Literacy**
- **Mathematics**
- **Understanding of the World**
- **Expressive Arts and Design**



NURSERY LEARNING ACTIVITIES

We aim to provide a stimulating and challenging environment in which your child feels supported and secure. Children will be introduced to new learning opportunities through story books. Staff observe the children in their play, choose books and activities according to their interests. We use the children's enthusiasm and excitement in a new topic to help develop a range of skills. Recent books have included: - The Three Little Pigs, Jasper's Beanstalk and Peace at Last. The children will investigate these books through daily activities which aim to promote and extend their own curiosity and understanding. We focus on an individual story for two to three weeks and all activities in Nursery are linked back to the story book, first hand, multi- sensory experiences both indoors and outside are planned by staff to develop effective learning through discovery, investigation, problem solving and collaboration.

LISTENING AND ATTENTION SKILLS

Through listening and attention activities we concentrate on developing children's speaking and listening skills. This lays the foundations for phonic work when children start Read Write Inc. (RWI - a scheme used across school to teach children letter sounds and how to read and write). The emphasis during Nursery is to get children attuned to the sounds around them and ready to begin developing oral blending and segmenting skills.

In Nursery there are seven aspects that we will focus on, these aspects will prepare children to hear the differences between sounds and will develop the skills they need to sound out simple words when starting to read and write. Each aspect contains three strands: Tuning in to sounds (auditory discrimination); Listening and remembering sounds (auditory memory and sequencing) and Talking about sounds (developing vocabulary and language comprehension).

Aspect 1 - General sound discrimination - environmental

The aim of this aspect is to raise children's awareness of the sounds around them and to develop their listening skills. Activities suggested in the guidance include going on a listening walk, drumming on different items outside and comparing the sounds, playing a sound lotto game and making shakers.

Aspect 2 - General sound discrimination - instrumental sounds

This aspect aims to develop children's awareness of sounds made by various instruments and noise makers. Activities include comparing and matching sound makers, playing instruments alongside a story and making loud and quiet sounds.

Aspect 3 - General sound discrimination - body percussion

The aim of this aspect is to develop children's awareness of sounds and rhythms. Activities include singing songs and action rhymes, listening to music and developing a sounds vocabulary.

Aspect 4 - Rhythm and rhyme

This aspect aims to develop children's appreciation and experiences of rhythm and rhyme in speech. Activities include rhyming stories, rhyming bingo, clapping out the syllables in words and odd one out.

Aspect 5 - Alliteration

The focus is on initial sounds of words, with activities including I-Spy type games and matching objects which begin with the same sound.

Aspect 6 - Voice sounds

The aim is to distinguish between different vocal sounds and to begin oral blending and segmenting. Activities include Metal Mike, where children feed pictures of objects into a toy robot's mouth and the teacher sounds out the name of the object in a robot voice - /c/-/u/-/p/ cup, with the children joining in.

Aspect 7 - Oral blending and segmenting

In this aspect, the main aim is to develop oral blending and segmenting skills.

To practise oral blending, the teacher could say some sounds, such as /c/-/u/-/p/ and see whether the children can pick out a cup from a group of objects. For segmenting practise, the teacher could hold up an object such as a sock and ask the children which sounds they can hear in the word sock.

HOMEWORK CHALLENGES

Homework Challenges are sent home regularly through the year enabling parents to support their child's current learning in Nursery with fun activities to do at home. Recent Homework Challenges have included: listening games, mark making, use of a knife and fork and a scissor skills activity.



FLOOR BOOK WORK

Each day children will work in a floor book. This is a large book that children will share with other children in their family group. They will draw pictures to share their experiences and ideas. Staff will listen to children and will scribe their ideas into these books.



SUSTAINED INVOLVEMENT TIME

We aim to provide a well-planned and resourced learning environment in which children are encouraged to engage in a balance of adult directed and child initiated activities.

Time is provided for individual exploration, group collaboration and the development of high involvement as a learner across a broad and balanced curriculum. The learning is monitored and used to inform future planning for the child to develop their learning effectively.



MILK AND APPLE

Encouraging healthy eating is an important part of the Foundation Stage Curriculum; therefore, during each Nursery session your child will be offered a piece of fresh fruit, for free, which is provided as part of a National initiative to encourage healthy eating. During the Nursery session, children also have a piece of bagel and a drink of milk. Children can have a drink of water from their water bottle if they do not want to or are not able to drink the milk. This is a very important part of the daily routine as it encourages healthy eating and helps to develop social skills.

If not already indicated on your admission form, please inform the main school office in writing via office@wodensfield.org if your child has a specific dietary requirement or allergy.

LIBRARY



Sharing and enjoying books is a very important part of our Nursery. Each day your child will have an opportunity to enjoy an adult led story time and to share books with others. During the year we run a weekly Nursery library, enabling your child to choose a book to borrow for the week. This encourages and develops their interest in books.

CLOTHING

Please help your child to enjoy their Nursery experiences to the full by supplying them with appropriate clothing:

Indoors

Children can wear school uniform, although this is optional. They should wear clothes that allow them easy access to the toilet, and we also recommend that children do not wear new or special clothes to Nursery as learning activities can get messy!

Wherever possible, children should wear shoes with simple fasteners such as Velcro that they can manage independently.

Outdoors

Daily learning experiences are most stimulating and enjoyable if your child can put on...

- A warm waterproof coat with hood/hat
- Wellington boots
- Sun hat and sun cream in the summer

Please put names in all items i.e., coats/hats etc.

We also suggest that a full spare set of clothes is kept in a named carrier bag/pump bag on your child's peg in case they are needed.



WATER BOTTLES

Children need to bring a water bottle to Nursery with them. This bottle should contain water and will be accessible to the children throughout their Nursery session. As part of their self-registration system, children will find their name tag and will attach it to their water bottle before placing their bottle on their group tray.

UPDATING YOUR DETAILS

If details provided on the admission form, change at any point during your child's time at school, it is important the main school office are notified in writing as soon as possible. For example, updated contact information, address, personal circumstances, medical, dietary requirements etc.

Parents and carers can do this via email office@wodensfield.org or School Gateway.

A FINAL NOTE

We look forward to working together with you to help your child be the best that they can be.

Please remember copies of all home school correspondence can be accessed on the school website and you can contact the Nursery staff by email at Nurseryteacher@Wodensfield.org

Regards,

The Nursery Team

Schoolgateway

With School Gateway, you can stay informed with whole-school letters and events and give parental consent and payment for school items i.e., seasonal events at Christmas and the Summer and beyond Nursery, school meals, apple, milk, trips and visits.

It is free to download, the set-up process is simple and will take no more than a couple of minutes to get the app up and running. Once enabled, the app will send push notifications of any office communication and a direct email to your account of any letters or key dates.

If you've recently changed your email address or mobile telephone number, please let us know so we can update our records – **incorrect details will affect registration and sign up.**

Please note, that at this moment no further steps need to be taken. Registration cannot be completed until September 2024.

How to activate your account:

1. Open your app store.



2. Search for School Gateway and click 'Install' to download the app.
3. Press 'Sign Up' then enter the email and mobile number the school has on record. If you are not sure if we have the right details, it is best to check and update first.
4. Press 'Send PIN'. You will receive a text message with your unique PIN.
5. You are now ready to log in and start using School Gateway.

How to log in:

1. Once you have your PIN, go ahead and launch the School Gateway app on your smartphone or tablet.
2. Enter the email you have registered with your school and the PIN you received. If you did not get a PIN, it is likely because your school does not have the right contact info. Get in touch with us to check.
3. If both the email and PIN are entered correctly, hit 'Login' and you are ready to start engaging with your school.

Key Points to Note:

To ensure your School Gateway app is being used to its full capacity, please check the following:

- you are logged into the app
- you have enabled push notifications via your mobile device
- your app is up-to-date and the latest version
- your app has not entered a 'deep sleep' state (this can be checked via your device settings or app permissions)

If you require support with any of the above, please do not hesitate to contact a member of the main school office team via telephone on 01902 556350 or via email office@wodensfield.org



Class teachers will use MarvellousMe to share wonderful news with you about your child's/children's learning and skills development.

The MarvellousMe Parent app is free, fun and simple to use. It will help you to:

- Have a meaningful conversation with your child about their school day.
- Continue your child's learning and practise topics that they've done in class.
- Celebrate and reinforce their successes and positive behaviours.

You will be able to enjoy MarvellousMe on your smartphone, tablet or online, and can easily share it with partners, carers and family members.

We will provide you with a registration letter containing all the details of how you can sign up to MarvellousMe, and your special join code.

Please note, that at this moment no further steps need to be taken. Registration cannot be completed until September 2024.

You can find out more at www.marvellousme.com. We think you will love it!

The Safeguarding Children Team at Wodensfield includes:



Mrs. S Walker
Headteacher

**Designated Safeguarding Lead
(DSL)**
**Looked After Children
Designated Lead**
Attendance Lead
Headteacher@wodensfield.org
Telephone Number:01902 556350



Mr. L Gould
Deputy Headteacher

Deputy Safeguarding Leads (DDSL)
Telephone Number:01902 556350



Mr. A Sharpe
Assistant Headteacher



Miss. K Jamieson
Family and Pupil Support
Telephone Number:01902 556350



Mrs. K Batchelor
e-safety Lead



Mrs. H Taylor-Ward
SENDCo
Telephone Number: 01902 556350

Your Safeguarding Team also links with:

Chair of Governors: Mrs. R Lambert
Safeguarding/Child Protection Governor: Mrs. R Lambert
Contact: r.lambert@wodensfield.org