



Clee Hill Gateway Nursery

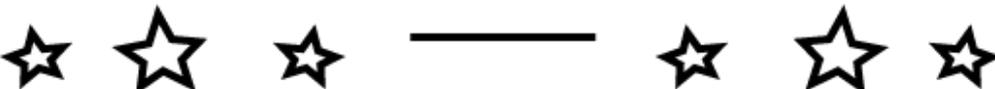
Clee Hill Gateway Nursery
Clee Hill Community Academy
Tenbury Road
Ludlow
Shropshire
SY8 3NE

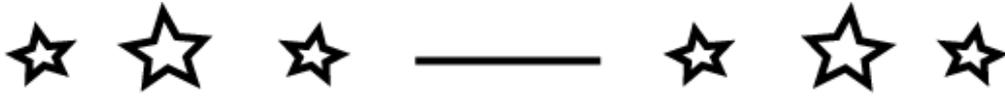
Headteacher – Mrs C. Little
SGET Nursery Manager – Mrs D Harding

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

Mignon McLaughlin

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.

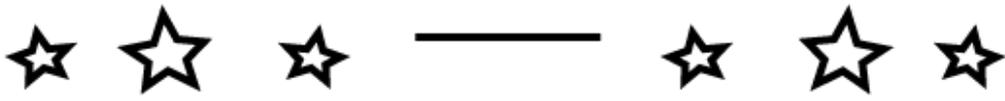




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Introduction

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

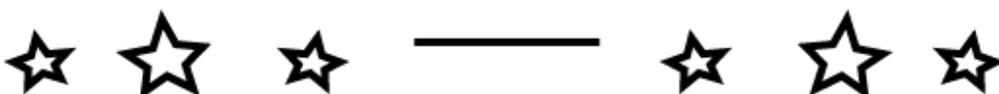
Our ethos is to provide a happy, welcoming and enjoyable experience for your child to be able to develop and grow. We aim to help your child to develop the skills needed to be able to progress as a friend and a learner. We value the importance of personal, social, independent, team and behaviour skills.

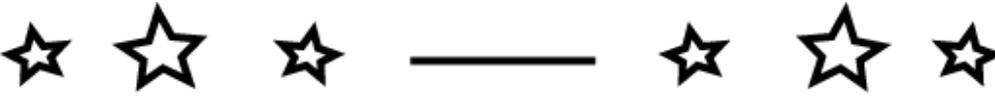
We will work alongside you to prepare your child for his/her future education.

"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.

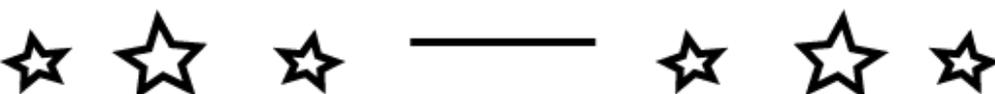
During the first few days you are welcome to bring your child into nursery and stay for the first hour, if you wish. If however, you feel that you can leave your child, please feel free to do so. Seeing you react in a positive, confident and happy way will help your child to feel more relaxed.

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?' 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

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

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

9.20 - Activities.

10.30 – Snack and chatter.

10.45 - Activities.

11.50 – Song/story. Goodbye song.

Lunch Club

12.00 – 12.30

Afternoon Session

12.30 – Arrive at nursery, or return from lunch. Hang up coat and bag. Activities.

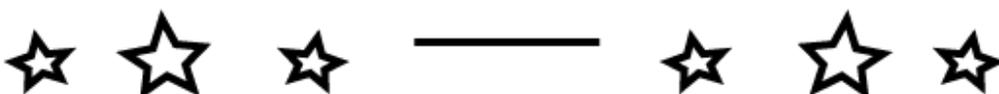
12.35 - Carpet time. Register. Story and discussion time.

12.45 - Activities.

2.00 – Snack and chatter.

2.15 - Activities.

2.50 – Song/story. Goodbye song.



Wednesday Afternoon Session –

Welly Wednesday

Exploring the outdoor classroom and undertaking activities in the outdoor area, with a forest school leader.

(This will be dependent on the weather.)



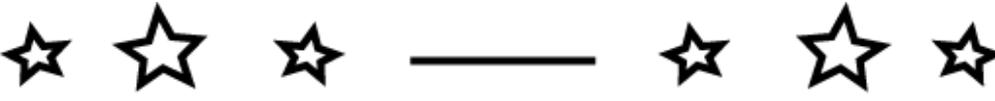
Thursday Morning Session –

Tunes and Turning Thursday

Singing, playing instruments and undertaking physical activities outside, or in the school hall.



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.



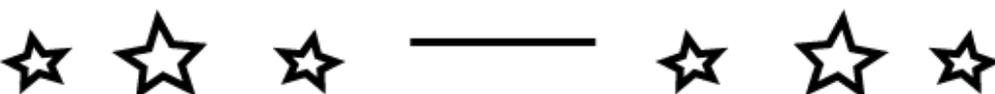
Staffing

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

Nursery 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 Griffiths 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 on a daily basis. We ask that the children are dressed in a white polo shirt, a maroon sweatshirt (ones with the nursery logo are available from the School Trends website, via the school website) 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 children will need a plain white t shirt and black shorts for P.E sessions if they attend on a Thursday morning.

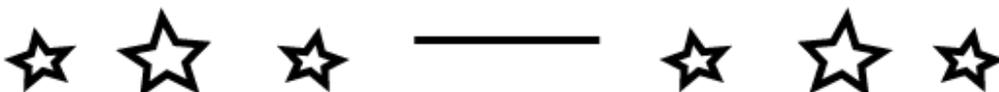
The school will provide waterproof clothing for the children to use when visiting the outdoor classroom. We do ask that each child has a pair of wellingtons that they can keep in class. They will use these daily.

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) 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.



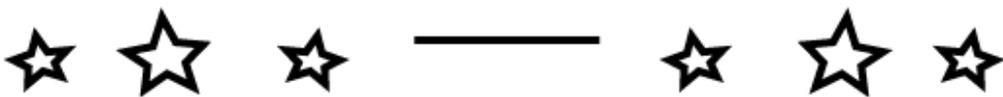


Birthdays



Birthdays are special days!

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.



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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 £1.50

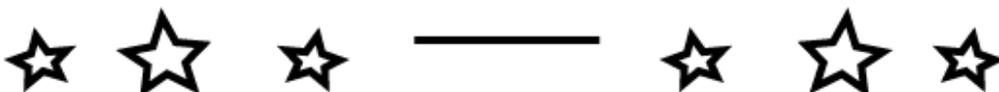
You can provide your child with a packed lunch or request a school lunch (requests must be placed with nursery staff or the school office by 9.00am). £2.10 charge.

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 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.



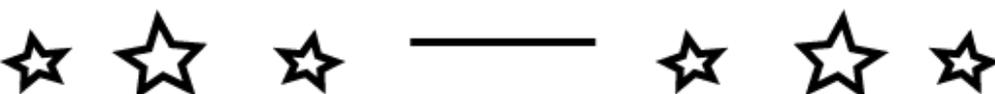


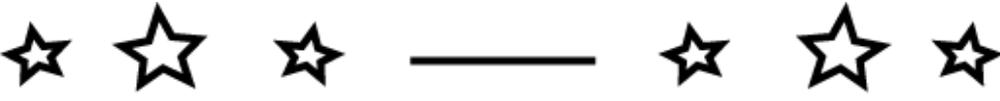
Nappies, Toileting, Dummies and Comforters

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.

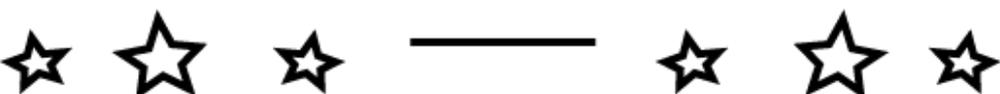




Illness and Holidays

Illness – If your child is ill please contact the school office before 8.45am (morning session) or 12.35 (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 – 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. 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.





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

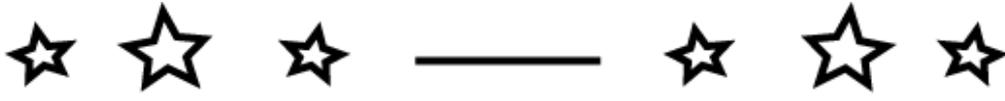
Four specific areas of learning:

- 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

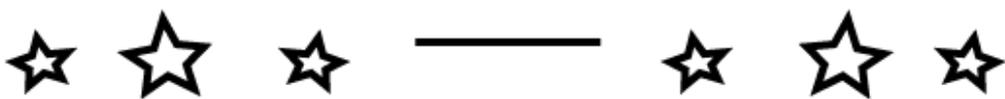
These areas are broken down into small steps in the document 'Development Matters', which provides us with guidance as to the milestones that we can help your child to achieve. It forms the basis for our planning, the learning activities we create and the assessments we make.



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 of 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 through the use of questioning, investigative activities and varying learning experiences.

Letter and Numbers – we feel strongly in the importance of understanding before doing. This is why 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. We will provide parents sessions on this. 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 secure, web based package. It will be a collection of photographs, observations by staff, comments from you and statements made by your child. There will also be a folder of work produced by your child which will be kept in Nursery. This information will all be used to track how well your child is doing.

This learning journey will be available to you at home, giving you 24 hour access to it. Once your child has been set up on the system, you will automatically be sent an email which will set you up 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.

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Parental Involvement

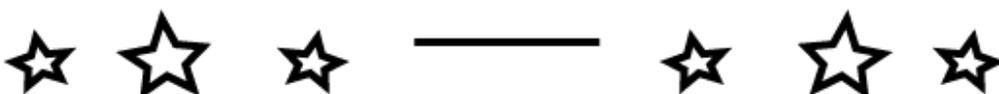


Online Learning Journey – Please contribute to your child’s learning journey as this will help to inform the picture of your child’s learning.

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.

Our Class Learning Journey - On the wall 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.

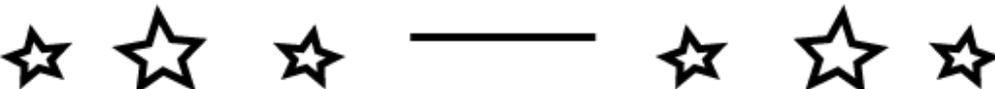


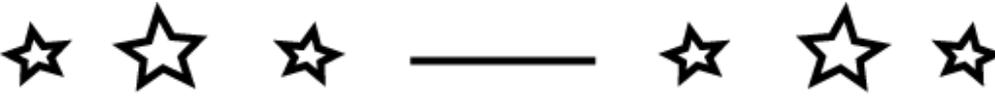


Ideas Board- This provides parents, children and staff an opportunity to share in the future planning of learning. You can add your child's interests, questions or observations to this board so that we can try to incorporate them.

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

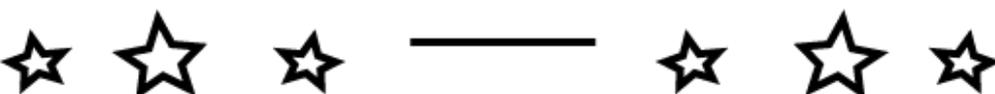
Your child and their needs are as important to us as they are to you. It is important for us to be aware of anything which could impact on your child. If you notice anything that concerns you about your child, please share it with us. We may be able to help you to resolve or explain it. If we have any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

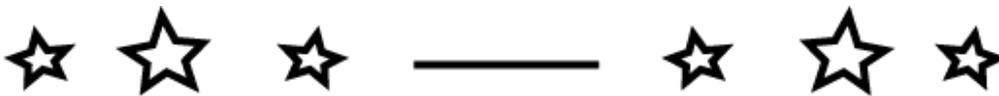
In some cases we may suggest that you visit your GP, we may contact the health visitor, or we may ask for help from someone else, via our Special Educational Needs Co-ordinator, Ms Pugh.

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



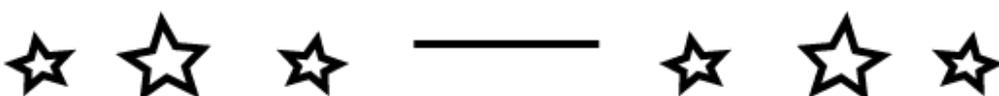
The Reception team provide opportunities for all children who will attend Cleve Hill Community Academy to spend time in school before they start full time.

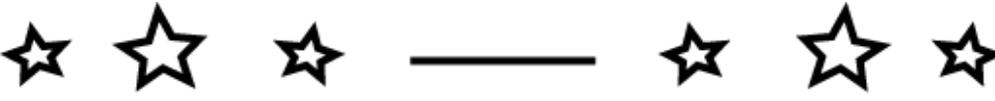
Your child is in a unique position where they can be involved in the school right from the start of their education, taking part in school events and experiences.

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.





Fees

Morning session – 9.00-12.00 - £9.00

Lunch Club - £1.50 with a packed lunch
- £3.60 with a cooked dinner

Afternoon Session – 12.30 – 3.00 - £7.50

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 which explain this in more detail are included in the admissions booklet. We ask that all parents complete the form to ensure that the correct level of funding is received.

*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.*

Admissions

All children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) will have equal access to places at our nurseries in line with the Shropshire Gateway Education Trust policies for access and equality.

Children may apply for admission at any time following their second birthday. Admissions will be processed and places allocated according to the date of the application and availability of sessions required.

- A parent/carer will apply to the nursery using the appropriate application forms. These application forms include the forms required by the school that the nursery is attached to. Within this set of forms there is an opportunity for parents/carers to request specific sessions and a required start date.
 - Places will be offered according to the date of application, with those who apply first being allocated spaces accordingly.
 - Wherever possible, places will be provided from the required start date, for the sessions requested.
 - Where it is not possible for session requirements to be met (due to maintaining staffing ratios, or restrictions of physical space) the nursery manager will contact the parent/carer to discuss alternative possibilities e.g. different sessions, a later start date, reduced hours from those requested.
 - Where it is not possible to reach an agreement, it will be possible for the child to go onto a waiting list, allowing them to be offered spaces that meet their requirements when/if they become available.
- Although many of our children will go on to attend the school that the nursery is attached to, attending our nursery will not necessarily guarantee a place in school. Parents/carers should refer to the admissions policy for the main school.
 - Applications to attend the attached primary school must be made through the normal application process via Shropshire County Council.

Funding

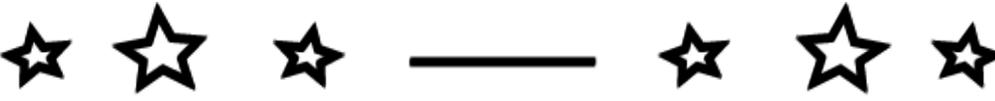
Some **two** year olds, depending on their family circumstances, are entitled to up to 15 hours of free early years provision each week, for up to 38 weeks of the year. This funding is called 24U and a form is included in the admissions pack. Parents can receive information about this funding by asking the nursery manager or by contacting Shropshire County Council at this email address - 24u@shropshire.gov.uk

All **three** and **four** year olds are eligible for 15 hours of free early provision, regardless of their circumstances. They must complete the funding request form, within the admissions pack, in full, so that the nursery can apply for funding on their behalf. The following table shows when their eligibility will begin.

If your child was born between...	He/She is eligible for Early Education from...
1 April and 31 August	Autumn term - after child's 3rd birthday
1 September and 31 December	Spring term - after child's 3rd birthday
1 January and 31 March	Summer term - after child's 3rd birthday

From September 2017 some three and four year olds will also be eligible for an additional 15 hours of free provision each week (30 hours each week in total). To qualify for these extra funded hours both parents will need to be earning the equivalent of 16 hours at minimum wage each week (or one parent in a lone parent family) and be earning no more than £100,000. Parents can receive information about funding by asking the nursery manager or by contacting Shropshire County Council Family Information Service.





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 Mrs Griffiths in the first instance. If you are not satisfied following this meeting, please arrange to see Mrs Little. 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 Clee Hill Gateway Nursery and will be happy to take the time to talk to you.



