



# Welcome Booklet

Opening times:

Mornings: 9.00am - 12.00pm

Afternoons: 12.45pm - 3.45pm

Sessions are £15.00 each and payable a term in advance, unless you are eligible for two year old funding. Please ask at the office for more information.





## Tanglewood Nursery School

Melbourne Avenue  
Chelmsford Essex CM1 2DX  
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Dear Parents and Carers

Welcome to Little Tanglewood. We hope that the time that you and your child spend with us will be happy and that we can all work together to make sure your child really benefits from nursery education and the care we offer.

Please remember that we are always here to help you and your child. Never be afraid to approach any member of staff if you have a query, but please remember we may occasionally have to ask you to make an appointment if the classroom is busy and you need to talk for any length of time.

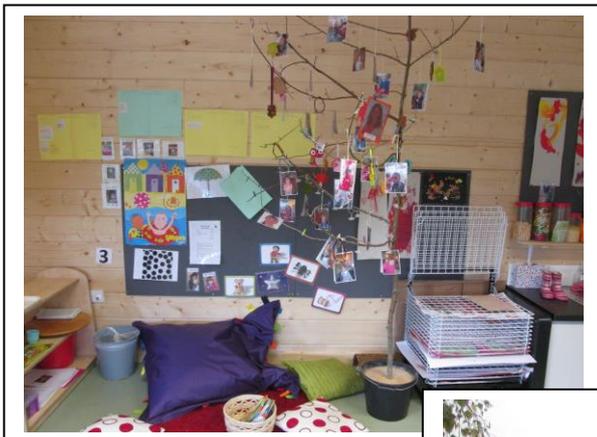
We will do our best to keep you fully informed at all times with Tanglewood news and dates but if in doubt just ask. The staff will also give you regular updates to let you know how your child is getting on.

We look forward to working with you and your family.

Deborah Watson  
Headteacher

## LITTLE TANGLEWOOD

Little Tanglewood is a Local Authority Nursery School for two and three year olds. We are accommodated in a light, airy single-storied building set in the grounds of Tanglewood Nursery School. There is one main classroom with easily accessible toilet facilities and wash basins. We are well resourced and have access to an outside play area which we call the outside classroom. This is a very important part of the children's learning and development. Among other things it allows children to gain many physical skills which will lay the foundations for later learning. It also gives children the opportunity to learn first hand about the natural world and experience other areas of the curriculum on a larger scale. We take a play based approach to learning and believe that children learn best when they feel, safe and secure and are actively involved in their own learning.



## Our Aims

- At Tanglewood Nursery School we aim to have a happy and secure environment for children and adults alike.
- We aim to establish a good working relationship with parents and carers and the wider community.
- We aim to provide a broad and balanced curriculum to enable children to develop socially, emotionally, intellectually, physically, spiritually and morally.
- Through play, the children will be encouraged to become active and independent learners.
- Using the Early Years Foundation Stage Framework (EYFS) and the principles of child led learning we aim to ensure that every member of the school reaches their full potential and is regarded as being of equal worth

### Governing Body

The school's Governing Body works together with the staff and Headteacher to provide the best possible environment for teaching and learning within the school. There are several categories of Governors - Parent, Teacher, Non-Teacher, Community and Local Authority Governor. The school's Governing Body meets several times a term.

The Headteacher will always be pleased to discuss any matter concerning your child and will assist whenever possible.

## Settling In

Starting Nursery School is a big step not only for your child but also for yourself. We will support your child to settle happily so that he or she will gain confidence and develop a positive attitude to school.

### Key Person

Each child is assigned a 'key person'. Their role is to ensure that learning and care is tailored to meet individual needs and to build relationships with you as parents/carers so that together we can fully support the children's emotional well-being and development at home and school.

We aim to make the transition into nursery as positive as possible by ensuring that your child has time to build a relationship with their 'key person' before you leave them. The first step is to find out about your child's needs and experiences. On their first visit to the nursery we will ask you to fill out some forms and give you an 'All About Me' book to complete at home with your child. Using this information we will then discuss with you how we can work together to settle your child. It usually takes three days to settle children in but every child is different and will settle in their own way.

We aim to follow a five-step process in which you have an active role:

1. Your child plays with the key person when the parent is available
2. Your child plays with the key person as you wander across the room and return immediately
3. Your child plays when you move in and out of sight in the room
4. Your child is happy to stay with the key person when the parent goes out of the room for a minute
5. Your child is happy to stay with the key person when the parent leaves for ten-minutes.

Ref: *'Getting it right for two year olds'* Penny Tassoni 2014

Throughout the process we will discuss with you when to move on to the next step or return to the previous one!

## The Curriculum

We know that you have already achieved a lot of valuable learning with your child before they arrive at Tanglewood.

We are here to provide play opportunities for your child to develop emotionally, morally, intellectually, physically and spiritually. We follow the areas of Learning and Development identified in Development Matters in the Early Years Foundation Stage (EYFS). The areas are divided into 'Prime' and 'Specific'.

### **Prime Areas:**

- **Personal, Social and Emotional Development (PSED):** This area of development is critical for children in every aspect of their lives. It enables them to succeed in all the other areas of learning. Children develop a sense of belonging in a secure environment where they can gain confidence and learn to be independent. They begin to identify different kinds of relationships with adults and other children. They begin to share, co-operate and make friends. Children begin to learn to manage their behaviour and feelings, and develop independence.
- **Communication and Language (CL):** The main focus in this area is on the development of speaking, listening, attention and concentration. The adults respond to children's individual needs, encouraging vocabulary and fluency. Attention and listening improve as we play sound games using music and voice. They will develop their thinking skills by talking through what they are doing and why, and exploring their thoughts and ideas.
- **Physical Development (PD):** Children explore activities that help them to develop, practise, gain confidence and improve their gross motor skills through jumping, balancing, throwing, catching and climbing. Activities are provided that develop children's fine motor skills, from exploring dough to finger painting to using simple tools. Children are encouraged to make safe and healthy choices and to develop independence and self-care skills.

### **Specific Areas:**

- **Literacy (L):** Children learn to listen carefully and enjoy a range of stories and rhymes. Children are encouraged to share books and gain a love of stories. Opportunities are available for children to develop their pre-writing skills in different ways and using a

variety of tools such as pens, pencils, and brushes.

- **Maths (M):** Through songs, stories, imaginative play, games, block building, sand, water, technology and art, children will use mathematical language and develop mathematical concepts. While playing indoors and outdoors children will become familiar with counting, sorting, matching, observing patterns, making connections, recognising relationships and working with numbers, shapes, space and measure.
- **Understanding the World (UW):** Children are encouraged to observe, explore and experiment with a wide range of materials using their five senses. Children begin to recognise features common to their immediate environment and later they begin to develop a sense of time past. Children will have the opportunity to use equipment such as cameras, remote control toys, and simple recording devices.
- **Expressive Arts and Design (EAD):** At Tanglewood we encourage children to develop their creative and imaginative skills by providing opportunities to explore tactile and sensory materials. We encourage children to explore colour, shape, texture and pattern; musical instruments, sounds and rhythm; imaginative role play through stories, songs and home experiences.

We believe that all areas are inter-linked and depend on each other to support a rounded approach to child development. All the areas are delivered through planned, purposeful play, with a balance of adult-led and child-initiated activities.



## Behaviour

At Tanglewood we encourage positive behaviour, which helps to promote self-esteem and confidence.

Our aim is to offer support with routines and transitions and to provide opportunities for your child to try things out and to make choices. Children need to be encouraged to make decisions and to come to understand the consequences of their decision making.

From Windham Parent Toddler Group, an amusing, yet accurate, reminder of what it means to be two.

### 'The Property Laws of the Toddler'

- If I like it, it's mine.
- If it's in my hand it's mine.
- If I can take it from you, it's mine.
- If it's mine, it must never appear to be yours, in any way.
- If I had it a little while ago, it's mine.
- If I'm doing or building something, all the pieces are mine.
- If it looks just like mine, it's mine.
- If I think it's mine, it's mine.

Ref: *What does it mean to be two?* Jennie Lindon

Never forget that your child will only have one childhood!  
Enjoy it together!

## Special Educational Needs

We are committed to providing a fully inclusive learning environment at Little Tanglewood, and we encourage all children, whatever their needs, to participate in activities and to achieve their potential.

Our skilled and experienced SEN team support children with additional needs in developing attention and listening, speech and communication, early learning, social relationships, physical skills and independence.

## **Child Protection**

"The welfare of the child is paramount"

(Children Act 1989)

Tanglewood Nursery School takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. As with all establishments that care for young children, we are required to follow procedures if we have concerns about either the welfare or safety of the children in our care. Our child protection policy is available in the reception area for your information.

## **Partnerships in Learning**

We recognise that parents and carers are the child's first and most enduring educators. We really do understand how precious your child is and we aim to keep you informed of all that happens while your child is at Little Tanglewood. We work very closely with parents and value greatly your involvement in your child's learning and development. We are keen to work closely with you, to share information and ideas, and to discuss progress and next steps in your child's learning journey. We see this as a vital part of ensuring that your child achieves their very best. When parents and carers and practitioners work together in early years settings, the results have a positive impact on the child's development. We believe that a successful partnership needs to be a two-way flow of information, knowledge and expertise.

## **Home/School Liaison**

Outside the classroom you will find a board which will tell you which curriculum areas will be highlighted on that particular day.

Each child will have a "Learning Journey Book". This is a celebration of their achievements during their time at Little Tanglewood. It will contain written observations, and photographs, and documents their experiences, skills, interests and progress within the areas of learning identified in the 'Early Years Foundation Stage Curriculum' (EYFS). We would like you to be involved in your child's "Learning Journey" and would appreciate and welcome your comments and observations about your child, for example, what they are doing at home, or their current interests. Your thoughts, photos and observations can be put straight into the book or they can be recorded on a post-it note or piece of paper and given to a member of staff.

If you have any questions or concerns, please do not hesitate to discuss these with your child's key person, or other member of staff, alternatively, pop in and see the Headteacher. More serious concerns may need an appointment. If a matter cannot be resolved happily, there is a formalised complaints procedure to follow. A copy can be found in the Reception Area.

### **Collecting your child**

Anyone who will be collecting your child should be introduced, in advance, by yourself to the classroom staff. If for any reason you are unable to collect your child at the end of the session, please make sure that the class teacher is told exactly who will be coming in your place. If in the case of an emergency arrangements are changed, please telephone to let us know the full name and relationship to the child of the person who will be collecting. Children should be collected by an adult (18+).

### **Change of Address or Telephone Number**



Please advise the school immediately if you move or change your telephone number, so that we can contact you in case of emergency.

***Please make sure we always have an emergency telephone number***

## **Sickness, Medication and First Aid**

### **Absence from school**

Please inform the school as soon as possible if your child is absent for any reason.

If your child has a heavy cold, cough, sickness, diarrhoea, or other infection please do not bring them to school.

**If your child has sickness and diarrhoea they need to stay at home for 48 hours after the last symptom.**

### **Antibiotics**

If your child is prescribed antibiotics they can return to nursery 48hrs after the first dose. It is very important however that your child is well enough to participate and enjoy the session; we therefore ask you to consider this carefully before bringing them back. Please note we are not equipped to administer antibiotics.

### **Inhalers**

Inhalers for asthma may be bought into school once a care plan has been completed with a member of the class team.

### **First Aid**

All staff are trained in basic procedures on a regular basis. In addition we have members of staff, who hold current Paediatric First Aid Certificates. We administer simple first aid at school, but will always contact parents if medical attention is considered to be urgent.

## **Safety**

Because the road outside the school is dangerous, there are gates which we keep shut at all times. This can be awkward if someone else is coming up the path, but we ask you either to

wait at the gate until that person reaches you or simply close and bolt it. We ask all parents and carers to make sure that they only take their own children through the gates.

At the end of each session we ask parents and carers to wait beyond the main security gate until it is released.



### **Climbing Apparatus**

Our outdoor play equipment must only be used by children attending Nursery School during session times. It is used under the supervision of members of staff. It is not to be used by any children, at the start or end of the school session.

### **Car Parking**

**Poor or illegal car parking can cause a great deal of bad feeling in the local community. Parents and carers must park legally and safely, with due consideration for our neighbours.**

**The Police regularly monitor the area and fines may be issued.  
The school car park is for use by members of staff and specified taxis only.**

## Other Information

### Snack and Cooking

At Tanglewood Nursery School the children are offered a selection of fresh fruit, vegetables and breads on a daily basis. Children are welcome to eat as much as they wish. In addition we teach, children to help prepare their own food. Milk or water is offered as a drink. We also provide access to drinking water throughout the session.

We are able to cover most dietary needs but please give us a copy of any medical diet which your child must adhere to.

### Clothes

Please send your child to Little Tanglewood in clothes that are suitable for play and messy work. We encourage children to join in all kinds of activities and it can restrict their learning if they are anxious about getting their clothes dirty. We will provide your child with aprons and overalls to keep off the worst of the paint, glue and clay!

Please pay special attention to their footwear which should be safe and suitable for running and climbing. Trainers with velcro fasteners, are ideal for encouraging independence. In warm weather *please do not* send your child to school in open-toed sandals, flip flops or jelly shoes. *Unsuitable footwear can easily cause accidents.*

Wellingtons can be kept on the wellie pegs outside your child's classroom to change into whilst playing outside, but shoes are more comfortable for indoors. Please ensure each boot has your child's name in.

In cold weather children will need **named** coats, hats and mittens.

Jogging bottoms, t-shirts and sweatshirts are particularly practical. Trousers that are easy to pull up and down will promote your child's independence when using the toilet.

Jewellery should not be worn to school. It can be dangerous and is easily lost. Please remove children's earrings for the duration of the session.

## **Nappies**

If your child wears nappies please make sure that you send in a minimum of 3 nappies per session as well as wipes and nappy bags.

## **Potty Training**

When your child starts to show signs that they are becoming aware of their bodily functions we will meet with you and discuss your plans on potty/toilet training your child. Please do not be concerned if your child shows no signs of being ready yet. It is very important that we work together to potty train your child and pick a suitable time to do it. If we start the training and your child is not ready then we can stop and start again when they are. Some children take to potty training overnight for some it is a longer process, the most important thing is that we work together to give your child the support and reassurance they need during this period.

## **Spare clothes**

As we know all children have accidents. It would be a great help if you could supply us with a change or two of underwear, trousers, tops and socks. We can assure you that "accidents" are always handled with sympathy, but please note that tights, trousers with braces, belts and buttons are unsuitable for young children in a rush if going to the toilet has been left to the last minute.

**Unfortunately we don't have the space to store nappies and spare clothes so we ask if you could put them in a bag and bring them in daily. They can be stored on your child's coat peg and taken home again at the end of the session.**