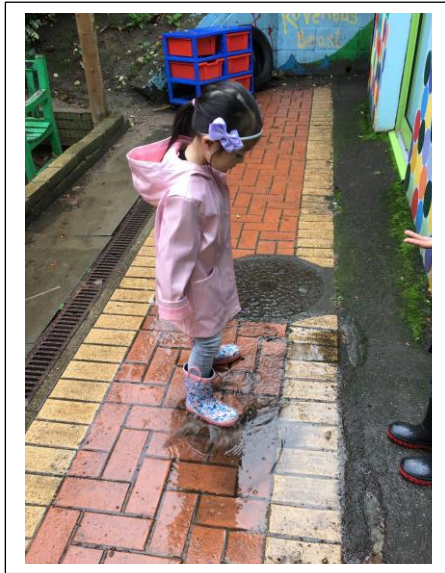




Welcome to Holmleigh Nursery Class

A PLACE WHERE...

'Teamwork makes the Dream work'



Our Nursery Class

A big welcome to Holmleigh Primary school, a one form entry small nurturing multicultural, vibrant school which is in the heart of Stamford Hill. Holmleigh is a 50 place Nursery which offers up to 15 full time places alongside 35 part-time places. Every 3-4-year-old is entitled to 15 hours' free education.

30 hours' childcare

We provide 30 hours' free education in relation to the government's eligibility criteria on a first come first served basis. Please apply online via www.gov.uk www.childcarechoices.gov.uk

Parent/carers will receive an eleven-digit code which will need to be given to the school.

Top up option

A top-up option is available on a first come first served basis once all spaces have been made available and allocated.

Please note Top-up options are first prioritised to working parent/carers. **Please read our charging policy for further details.**

Term time

The Nursery is open term-time only. A list of holiday dates will be available on the website and given to you at the start of the year.

Please note, throughout the year, the Nursery will open and close at different times to the rest of the school for example after and before an end of term break and during the start and last week of the academic year.

We endeavour to notify you in advance of any additional changes and ask that you ignore general texts sent which may not be applicable to Nursery. Please check with Nursery staff that the text you receive is applicable.

Admissions to Reception class

There is only **one single entry** into the Reception class. Please note all places in Reception are handled by the Learning Trust. All application forms must be completed online.

www.eadmissions.co.uk

Applications for a Reception place need to be completed online by a deadline date which is usually in January. In November there will be parent/carers workshops nearer the time for those who need additional support with their application.

Equality

At Holmleigh, we work very hard in the Nursery to make sure that no child is excluded or disadvantaged because of ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability. We treat children as individuals to ensure each has equality of opportunity. During home visits we find out about a child's ethnic, faith, cultural heritage and home experiences so that we can build upon interests, cultural and home experiences and use them as a starting point for teaching and learning.

Please check the school websites for policies and procedures.

Special educational needs -SEND

At Holmleigh we understand that all children are unique and that no child should be excluded or disadvantaged because of their individual needs. We have arrangements in place to support children with special educational needs or disabilities in regard to the **Special Educational Needs Code of Practice**. We seek additional support from other professionals and therapists in order to best meet children's needs. If there are concerns about a child, the school SENCO will be involved with parent/carers and other professionals in order to ensure the appropriate support is in place.

Meet the Nursery Team

In the early years we know that young children rely heavily on their adult caregiver and the attachments they make in these years are critical indicators for later childhood and adult development.

We value attachment to be of utmost importance as it dictates a child's sense about themselves, others and their relationships. Children with secure attachments are often best equipped to form similarly strong attachments in adulthood build on a foundation of trust that their needs will be met.

On this basis we operate a fluid working team where any member of the early years can work in any space as necessary.

Early years team leader and Nursery class teacher	Miss Angie
Class Teacher	Miss Angie
Nursery Officer	Miss Pru
Nursery Officer	Miss Debbie
Lunchtime officer	Miss Lila
Language support	Miss Ercan
SENCO/Safeguarding officer	Miss Boateng and Miss Gaylor
Specialist Spanish teacher	Miss Lorena
Specialist Music teacher	Miss Kate

Nursery times of the day

We try to maximise every learning opportunity so on arrival to Nursery we ask you to encourage your child to independently put away their belongings and to find their name before joining their class.

Nursery opening times	Times
Nursery class:	9.am-3.25pm
Part-time mornings only:	9-12 noon
Part-time afternoons only:	12.30-3.25pm

Nursery starts at 9am prompt. Children are registered late as of 9.10am. A member of staff is available at the Nursery gate in the morning, at the end of the morning session and at the end of the day.

For children's safety we will not be able to open the gate at other times.

The school day ends at **3.25pm**, please ensure that children are collected on time. It can be very upsetting for a child to be collected late.

Attendance

We expect children to attend Nursery everyday unless there is a good reason. As part of our safeguarding, we will contact parent/carers of those children who are absent after 2 days.

We ask parent/carers to inform the school as soon as possible to let us know if their child will be absent.

Continued absence and lateness will be monitored closely as we know that a significant amount of absences or lateness can impact upon your child's learning.

Safeguarding children on collection

Children need to be collected by an adult.

Please phone to notify the school on 0208 802 7420 ext. 2 if you are going to be late or if someone else will be collecting your child. **Please note we will never send your child home with anyone who is not listed or a child who is under the age of 16.**

The Early Years Foundation Stage Curriculum

Holmleigh Nursery recognises that children learn in different ways at different rates and that all children need time and freedom to **play and explore** thus becoming **active learners**, who are deeply involved in their activities and the learning experiences on offer and who through a process of sustained shared thinking are encouraged to **create and think critically**.

In the Nursery class your child will have a range of planned, purposeful play through a mix of adult-led and child-initiated learning experiences in both the indoor and outdoor environments alongside specialist Spanish and music teaching and educational visits and visitors to enhance our ambitious curriculum.

Children are given the opportunity to consolidate and deepen their knowledge and skills through developmentally sequenced learning experiences mapped across all the 7 areas of the curriculum.

The Early Years Foundation Stage (EYFS) is made up of:

3 Prime areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

4 Specific areas, through which the prime areas are applied.

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

Throughout the year your child will be supported to further explore their own interests alongside whole class taught mini projects and larger areas of focus, please see chart below. The mini projects are flexible and are very much incorporated alongside children's current interests as they occur throughout the year.

Personal, social and emotional development

This is a prime area of the EYFS and an area which we are particularly strong in. During the Nursery year, children will be encouraged to name their own feelings and the feelings of others. They begin to use self-regulation skills to manage their behaviour and begin to adhere to the school rules. children are taught to have a positive sense of self; managing their own basic hygiene and personal needs including dressing and independently going to the toilet. Through stories children talk about healthy food choices. Children take turns with others and develop positive attachments and friendships.

Communication and language development

This prime area involves giving all children opportunities to access a rich language environment where they feel confident to speak and hold a conversation in both large and small groups and 1-1 discussions. Through small group games and interventions, they develop key listening skills and learn to express their thinking in a range of contexts, using a wide range of vocabulary in longer sentences. They sing a large repertoire of songs and learn many rhymes

Physical development

Physical development is the final prime area which provides opportunities for children to be highly active learners, moving their bodies freely and energetically in different ways; negotiating space safely with consideration for themselves and others. Through a balance of fine and gross motor learning experiences children will begin to use a range of one handed tools safely including pencils with a developing tripod grip and scissors with an appropriate hold to cut. Children are taught to make healthy choices about food, activity and tooth brushing alongside becoming independent in meeting their own care needs

Literacy

This specific area involves the development and progression of early reading and writing skills. Through planned story sessions and supported reading children are taught the five key concepts about print.

Children engage in different learning experiences so that they can develop their phonological awareness through the Bug club activities, they are able to link sounds to letters in the alphabet and to begin to read simple CVC words using the skill of segmenting and blending. Weekly writer's café alongside purposeful daily child-initiated opportunities to write, supports every child to ascribe meanings to marks leading to writing some letters in their own name accurately and familiar words including simple CVC words.

Mathematics

This is a specific area of the curriculum which like all the specific areas are only interconnected and further developed when all the above prime areas are secure. Children's maths is developed through a mixture of planned every day practical experiences and child-initiated play to develop their skills in counting, understanding and using numbers. Through exploration of their environment, children further develop their understanding and knowledge about patterns, shape, space and measures around them.

Children build up a large repertoire of mathematical language and concepts and begin to solve real world mathematical problems with numbers up to 5 and beyond.

Understanding of the world

In this area of learning, children are using their senses to making sense of their natural world talking about what they see. Through mini projects children are taught to make connections in their own life, people and occupations, in the immediate past, using knowledge from different sources including focus books and the computer.

They respect and care for the environment and living things talking about materials and changes they notice.

Through the development of early geographical skills, they begin to understand about different countries in the world

Expressive Arts and design

This specific area involves giving children the opportunity to develop stories using small world, blocks and construction and take part in simple pretend play. Children use different materials which they join and combine freely. Children are taught how to draw with detail and explore showing their emotions through their creations. Through planned music sessions and a specialist music teacher the children sing songs, and play instruments with increasing control.

Through looking at the work of artists, children explore colour and colour mixing.

Assessment

At Holmleigh we know that effective learning take place when practitioners have a secure understanding and knowledge of their role in order enable children to learn.

Through a process of; observation and consultation with parent/carers, analysis of what has been seen, planning of new experiences and providing opportunities for consolidation we are able to make both on-going formative and summative assessments of your child throughout the Nursery and Reception years also known as the early year's foundation stage profile (EYFSP)

Memory books

During your child's time in the Nursery we will record their learning and progress in a working document called a Memory book.

A Memory book is a book containing significant achievements and key interests about your child, but is by no means the only work that your child is involved in. parent/carers are encouraged to contribute to this book throughout the year.

Parent consultations once a term

Parent/carers are invited to a 10-minute consultation to discuss their child's learning and development and to set new learning priorities. When your child leaves the Nursery they will be given a transition to Reception class report.

It is important that parent/carers attend all consultations which prove successful in developing home school links and having a positive impact on children and learning.

Educational visits

Holmleigh early years is a small nurturing community which endeavours to make educational visits inclusive, thus promoting equality for all.

As often as possible, both Nursery and Reception children will go on educational visits as part of their learning and development. This is a valuable opportunity which enables all children to think about, explore and make connections with the world around them, and to find out about being safe in the wider community in which they live.

Risk assessments are carried out prior to the visit with steps to be taken to remove, minimise and manage any risks and hazards.

We ask parent/carers to accompany their child on educational visits; safety is paramount alongside the opportunity to foster positive relationships with parent/carers between home and school.

We endeavour to let parent/carers know in advance so that appropriate arrangements can be made.

Library and home reading

Once a week the Nursery class visit the local library for a planned story time session. They are given the opportunity to foster a love of books through free exploration and shared reading with their peers and adults.

Parent/carers are encouraged to join the local library.

Books from the class library are accessible and always available for families to borrow and share at home.

In the Spring Term children in the Nursery join supported reading sessions and are given a levelled book inside a Nursery reading envelope which is changed ONCE a week.

Supporting behaviour in the early years

In the early years we implement the use of a **Thinking Space** to support conflict resolution and self-regulation.

The **Thinking Space** is a board in the Nursery and Reception classes which encourages children to use visual symbols and words to talk. It can be accessed by children; independently with each other or with an adult. Please see our behaviour policy for further details.

Please note that as a team we foster an approach of forgiveness and moving on, once an issue has been resolved by a member of staff we see it as having been dealt with and completed.

Clothes

There is no requirement for any child to wear a uniform in the Nursery. We advise parent/carers to send their child in comfortable, inexpensive manageable clothes. For example, leggings and tracksuit bottoms. A child will never be refused an opportunity to engage in a learning experience if they don't want to wear an apron. Children will get messy from time to time!

Medicines

At Holmleigh we promote all aspects of good health including oral health. All prescription medicines will not be given unless they are prescribed by a doctor, dentist, nurse or pharmacist. Written permission must be given in advance by parent/carers before we will administer any medicine to your child. The school will keep a record of all medicines given both prescription and non-prescription. If your child has an existing or new medical need please complete a medical form at the school office. If your child receives regular medicine or has significant allergies, the school nurse and school SENCO will ensure a care plan is put in place.

Accidents at school

If your child has an accident at school, we will send a completed incident slip home with your child. All head injuries, accidents which require first-aid treatment and those which result in significant injury are always logged into the school accident recording book. We will always contact you if your child has a more serious injury.

All designated first aiders have up to date enhanced paediatric training and other practitioners hold the basic first aid training.

Safeguarding children on collection

Children need to be collected by an adult. We will only release children into the care of individuals who have been notified to the provider by the parent/carer.

Please phone to notify the school on 0208 802 7420 Ext 2 if you are going to be late or if someone else will be collecting your child. **Please note we will never send your child home with anyone who is not listed or a child who is under the age of 16.**

Children who are unwell

Although regular attendance is important, please note that the school cannot look after sick children. If your child is unwell please keep him/her at home.

Please note that any cases of vomiting and diarrhoea the NHS guidelines are for the child to remain at home for 48 hours following the last bout.

Please make sure that the school Administration office has up-to-date contact numbers in the case of an emergency or if your child becomes unwell in school.

Online safety

The school only used recognised educational websites. Throughout the year children and parent/carers are taught about the importance of online safety through class sessions and whole school assembly. We ask parent/carers to continue to reinforce the message at home.

Photographs consent form

With parental consent photographs of children are used on our website, within our learning environment. Please read our school policy.

Parent/carer contributions

A half termly contribution of **£5.00** per child is required to buy consumables such as; bread, pasta, rice. Please see our charging policy for further details.

We also use this contribution to buy items around a mini project, to go on some educational visits and to provide toast.

We rely heavily upon this contribution and hope you will continue to support us to provide the best for your child.

If you have any difficulties or concerns about this contribution, please speak to a member of the early year's team.

Healthy school dinners

All school meals are freshly cooked on site and children eat their healthy meal in the dining hall. School dinners cost £2.50 per day, £12 per week. Families on Income Support are entitled to free school meals. The school now has SCOPAY, all meals are paid for online.

All free school meals need to be applied for online. This must be completed immediately so that the school can get an authorisation as soon as possible, otherwise parent/carers will have to pay until this is processed. Alternatively, your child can have a healthy packed lunch.

Please note children are not allowed to change from a school dinner to a packed lunch throughout the week without notifying the school office.

Celebrating diversity.

We provide opportunities for children to develop and awareness and acceptance of cultural diversity as we build upon existing knowledge and understanding of various festivals. Each year we celebrate festivals which are not only reflective of our school community but also the wider community.

Birthday celebrations

As a result of being a healthy school and achieving gold status as a recognised tooth friendly Nursery 2020, we endeavour to educate children and their families about the importance of healthy food choices. Cakes are not allowed for birthday celebrations but a selection of fruits or breadsticks are welcome.

Whole school events

There are many theme days based around the curriculum and termly fetes. We endeavour to let parent/carers have as much notice as possible of such dates as children in the early years may finish their day earlier at such times. The theme days are part of your child's learning and development. We strongly recommend the support of parent/carers to ensure maximum learning and enjoyment for all children.

Parents as partners

Friends of Holmleigh started in June 2015. Please speak to someone in the school office if you would like to be part of this group.

Complaints

We operate an open door policy and are always happy to meet you at an agreed time to resolve any concerns you may have. You should approach your child's class teacher in the first instance then the Early Years Team leader to discuss the issue. If not resolved then make an appointment to see the head teacher. You may contact the head teacher by emailing

mboateng@holmleigh.hackney.sch.uk or alternatively by calling the school on 0208 802 7420.

We endeavour to resolve all complaints in a timely manner.

In the unlikely event of matters still not being resolved, please see the complaints procedure on the school website.

Message from the team

Please take the time to look at this booklet, it has been written to help both you and your child gain an insight into the Nursery class at Holmleigh School.

If you have any questions and concerns, feel free to contact us on; 0208 802 7420

We look forward to seeing both you and your child at our online **Open day and outdoor Meet, Greet and Eat session**. We hope both you and your child will enjoy your experience at our Nursery. We are very approachable and happy to support you in any way that we can.

Welcome to Holmleigh Nursery!

Kindest regards
The Nursery team

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