

**We look forward to
seeing you in
Ducklings!**



**Welcome to
Ducklings**



We hope this booklet will give you the information you need to know before your child starts in Ducklings. If you have any questions please feel free to speak with one of the nursery staff.

The Staff

Nursery teacher—Mrs Hanley

Nursery nurse— Mrs Roberts

(At times we may also have students and volunteers working within the nursery).

Ducklings is part of Alverton School's Early Years Foundation Stage (EYFS).



Learning in Ducklings

In Ducklings children make progress through participation in a play-based curriculum. Pupils undertake a range of fun activities which encourage them to ask questions, work co-operatively, share ideas and take an interest in the world around them. We aim to promote independence and readiness for the move to Reception class by providing a happy and safe environment which enables children to develop at their own pace. We want children to make progress in their learning and to have lots of fun whilst doing so!



The curriculum and topics

We follow the EYFS curriculum which is divided into 7 areas of learning:

Personal, Social and Emotional Development;
Communication & Language;
Physical Development
Literacy;
Mathematics;
Understanding the World;
Expressive Arts & Design.

We plan topics which follow children's interests; sometimes these last for half a term and at other times they may last for a shorter period. The current topic is always shown on the Parents' Board in the nursery so that you know what we are learning about.



Session Times

We may be able to provide extra lunchtime sessions, subject to numbers, at a charge of £3.00 per day.

Dropping off and collecting

Ducklings is accessed from the entrance on the school field at the beginning and end of the day at 8.45am and 3.30pm. When collecting your child please wait outside the gate and a member of staff will bring them to you. We use the Once Upon a Time nursery entrance for end of morning session pick up, lunch time drop off/ collection and the start of the afternoon sessions.

Afternoon session children can be picked up between 3.15pm and 3.30pm, which may be convenient if you also have a child/children in the main school.





Arrival Routines

When you arrive at nursery please bring your child into the building, help them to hang up their coat and find their name card. Books can also be changed and put into book bags then placed in the appropriate box. You may like to help your child choose their first activity and you are welcome to stay for a short while, if this helps them to settle.

Own belongings

Whilst we know that children are often keen to show their belongings to their friends, we do discourage them from bringing toys or games to nursery. It can be very difficult to explain to other children why they cannot play with a particular item and, of course, things can and do go missing. If such items are brought in we will encourage children to put them in a safe place but unfortunately we cannot take any responsibility for loss or damage.

Online Learning Journals

When your child joins us, we start an online Learning Journal which charts their progress and celebrates their achievements, using observations, photographs and examples of work. We will be able to share these with you once we have gone live. We encourage input from families and children themselves. For more information about Learning Journals please see Mrs Hanley.

Reports

In the summer term you will receive a report which celebrates your child's achievements during their time in nursery. You are welcome to discuss any aspect of your child's learning and progress at any time; please see staff to arrange a convenient time for this.

Open Week/ Learning Circles

Each term you are invited to come into the nursery to see what goes on—please see the school newsletter for details.





Outdoor Learning

We have a fantastic woodland area for our outdoor learning. There is a fire pit surrounded by a circle of wooden benches, a brilliant mud kitchen made from reclaimed wood, opportunities for den building and a bug hotel. With varying weather we ask that you send your child in with wellington boots so they can access all areas of the woodland.



Ducklings Newsletter

Each week we give out a newsletter updating you on the children's learning and what they will be learning the following week. It is also a place where notices can be found and attached to the newsletter is an opportunity for you to share any 'WOW moments' you have had at home with your child.

Letters and Friday News

Every week we email home the Alverton School "Friday News" which will keep you up to date with what is happening in the school. Any other letters regarding term dates and events will be sent home by "book bag post", so please check regularly!

Books

We have a selection of books available for you and your child to share at home and you are welcome to choose a new one each day, if you wish. We ask that each child brings a book bag to nursery with them every day, as these are also used to send home letters and pieces of work. These can be purchased from the school office.

Clothing

We have a simple uniform in the Ducklings - a yellow t-shirt with our school logo and a red V-neck school sweatshirt.

Please complete the order forms available from the school office and hand them in to a member of staff or the office.

Wherever possible we aim to be outside in our garden and woodland areas and we especially like to make use of our fantastic school field, so your child will need a coat with them.

Shoes

For health and safety reasons, we ask that children wear closed-toe shoes as they will be undertaking physical activities for which flip-flops and sandals are unsafe. Shoes with Velcro fastenings are much easier for children to manage on their own at times when shoes need to be removed.

Hair

It would be appreciated if long hair could be tied back as this will prevent it from become tangled up in equipment or dipped in paint!

Tiredness

When children first begin nursery, they may show signs of being tired. If you feel this is an issue, you are welcome to keep your child at home at the end of the week or to stagger their sessions until they adapt to the new routine. Please feel free to speak to staff about this.

Settling In

Some children may find it hard to separate from their parents during their first days at school. You can help your child by following the arrival routines, settling them at a task and reassuring them that you will return to collect them. If your child still finds this difficult we will work with you to find a solution. Often children settle quickly once their parents leave and you are welcome to telephone to ensure that this is the case. Please be assured that staff are always available to talk through any concerns you have, on this issue or any other.



Absences

If your child is absent from school, please could you ring the school on 01736 364087 and leave a message with the office.

Holidays

If you are going to be away please could you let us know, as this helps with planning and resourcing activities for the class.

Illness

If your child has been ill please make sure they are fully recovered and rested before sending them back to nursery. The school office has a list of recommended recovery times for illnesses; these are in place to ensure the well-being of all children in the class. Parents will be informed if children become ill during a nursery session and they will need to be collected as soon as possible.

Head Lice

If your child has head lice, please treat their hair appropriately and let us know, so we can ensure that other parents check their children's hair. This is done via a standard leaflet to the whole class and names are never mentioned.

Jewellery

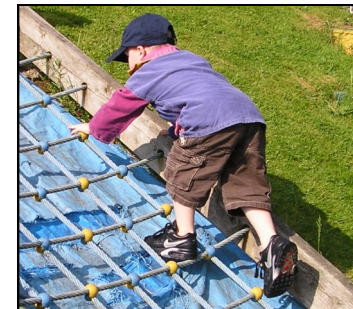
Please could children only wear plain stud earrings and no other jewellery whilst in nursery. This will prevent any accidents from occurring.

Sun Protection

On sunny days please send your child with a sunhat and apply sun cream before the session.

Changes of Clothing

It is our expectation that children joining our nursery are able to use the toilet independently but please do discuss your child's individual needs with a member of staff. Of course, there are times when children may need assistance and staff are always on hand to help out. We do have some changes of clothing in case of accidents but you are welcome to send in spare clothes for "just in case", as some children are very resistant to putting on unfamiliar clothes!





Links with the School

Although a place in the nursery does not automatically guarantee children a place in the main school, most children will move up to the Reception classes. To prepare them for this we familiarise them with the school environment by spending time in the main building and meeting the teachers.

PPA

All teaching staff are entitled to PPA (Planning, Preparation and Assessment) time away from the classroom each week. During this time children undertake a variety of activities with Mrs Roberts and other experienced staff.

Friends of Alverton School

All parents of nursery children are welcome to join and help is always appreciated at the many events held by the school.

Whole school events

Ducklings joins in with events such as Comic Relief and Children in Need, so make sure you check the school newsletter to see what is happening!

Links with the Reception Class

We visit our friends in the Reception classes regularly, joining them for both outdoor playtimes and in their classrooms.

Session routines

During our sessions children participate in a range of self-initiated and adult-directed activities, both indoors and outdoors. We also have whole-class carpet times where we develop the children's sitting, listening and questioning skills in readiness for starting school.

Snack time

We ask for a £3 contribution towards our snack each half term. This ensures that we can offer a range of food items for children to enjoy along with their fruit and milk or water. We like to encourage the children to try new foods so please let us know if there is anything your child is allergic to or unable to eat.