



'Respectful and resilient; being the best that we can be.'
Timothy Hackworth Primary School



Timothy Hackworth Primary School Early Years Foundation Stage



Nursery **A Guide for Parents and Carers**

We are proud to be a UNICEF Gold
Level Rights Respecting School.

Staff

Head Teacher	Mrs. L. Boulton
Deputy Head Teacher	Mrs. S. Simpson-May
Early Years Lead	Mrs. A. Condon
Nursery Teacher	Miss S. Reynolds
Teaching Assistant	Mrs. C. Meadows
2 Year Old Provision	Miss L. Hickey
Special Educational Needs and Disabilities Co-ordinator	Mrs. K. Kozlowski
School Business Manager Office Manager Administration Officers	Mrs. N. Milne Mrs. M. Doughty Mrs. R. Wilkinson Miss C. O'Leary

Introduction

Welcome to Timothy Hackworth Primary School.

We are delighted to welcome you and your family to our Nursery. We hope that your child enjoys the wide range of valuable experiences that we offer. We have produced this booklet to help you to prepare your child for their exciting school journey ahead.

We strongly believe that parents should feel part of our school and at ease in visiting, asking questions, sharing information and participating in events and activities.



Article 28: All children have the right to a good quality education.

We see the Nursery as an extension of home with a friendly, safe environment where all adults work together for the benefit of all children, and where children, parents and visitors feel welcome. We are committed to the all-round development of each individual. We help them to learn how to learn, encourage the use of language, and stimulate curiosity, enthusiasm and imagination. We encourage exploration, experimentation and discovery.

Our aim is to provide a rich, stimulating environment, to enable children to develop as individuals and as part of a community. We help the children achieve independence and self-confidence. We support the children as they form stable relationships and encourage them to take responsibility and to be considerate of others.

We provide opportunities for children to experiment with a variety of materials within the learning environment, encouraging self-expression, creativity, building self-esteem and an increasing awareness of themselves in order to help them develop an understanding of the world and their place in it.

We welcome parents as partners in their child's learning and use the community to enhance the children's learning.





Nursery Admissions

Children are eligible for Nursery from the start of the term following their 3rd birthday (if spaces are available and your child's 3rd birthday falls before the 1st of April). An application form is available from the School Office or in the 'Admissions' section of the school website www.timothhackworthschool.co.uk. Once an application form is complete, we will contact you when a place becomes available.

Our Nursery can accommodate 26 children per session. Children either attend 5 morning sessions or 5 afternoon sessions.

The Nursery offers 30 hours free childcare to eligible parents. 30-hour places are subject to availability. If you are entitled to 30 hours of Nursery, you will need your 15-digit code to access this provision. Please contact the School Office for further information.

Parents and their children are always welcome to visit our Nursery. If you would like to arrange this, or would like further information, please contact our School Office on 01388 772959.

Two Year Old Provision

We offer funded 2 Year Old places for families. Eligibility criteria apply to these places. Please contact our School Office for further information or visit our website.



Nursery and Two Year Old Sessions Offered

Morning Sessions: 8.50 a.m. to 11.50 a.m.

Afternoon Sessions: 12.30 p.m. to 3.30 p.m.
Monday-Thursday

Afternoon Sessions: 12.30 p.m. to 2.35 p.m.
Friday



Accessing Nursery

Please access the Nursery, on a morning, via the Middle Yard. Nursery staff will meet families at the small gate that leads into the Nursery Outdoor Play Area. Please arrive for an 8.50 a.m. start.

At lunchtime, the gate at the end of Oxford Street that leads into the Nursery Outdoor Play Area will be open at 11.50 a.m. for collection time from the morning session.

The lunchtime gate at the end of Oxford Street will reopen from 12.30 p.m. - 12.40 p.m. for the afternoon session.

At the end of the school day, please collect your child at 3.30 p.m. from the small gate that leads into the Nursery Outdoor Play Area on the Middle Yard. Please collect your child at 2.35 p.m. on a Friday.

Starting Nursery

CRC Article 28: All children have the right to a good quality education.

This is a big step for most children; their first venture alone into an environment bigger than their home. With your help, we aim to provide a stimulating and challenging environment in which your child can develop to be the best that they can be. We hope that this first experience will create a positive attitude to later school life and that your child will have a very happy experience during their time with us. By working in partnership with you, we aim to provide a warm and friendly extension of home. You are the most important people in your child's life and by working together, we can achieve what is best for your child.

We understand that it may be difficult for you to leave your child initially. For most children, this will be a new experience. All children are different. They will settle in different ways. We find that a quick definite goodbye is often best, but you know your child and can settle them best in your own way. If you need any help, please ask. Please reassure your child that you will return shortly to see what they have been doing and explain what you will be doing while they are at Nursery.



Getting Ready for Nursery

Encourage independence

- Encourage your child to put on their own coat and fasten it themselves.
- Teach your child to take off and put on their own socks and shoes and support them as they learn to dress themselves.
- Please dress your child in shoes that they can fasten themselves.
- Ensure that your child can feed themselves from a spoon, and drink from a cup.
- Encourage your child to use a knife and fork correctly.
- Encourage your child to go to the toilet independently and to manage their own personal hygiene, e.g. to wipe themselves, flush the toilet, and wash their hands with soap and water.

Support learning

- Read to your child, share books and tell stories.
- Point out words in the environment.
- Sing nursery rhymes and learn 'Baa Baa Black Sheep', 'Twinkle Twinkle Little Star', 'Humpty Dumpty' etc.
- Play with sounds. Listen for sounds in the environment, or have fun thinking of words that rhyme.
- Play with numbers. Count the stairs to bed or the number of buttons on a top. Look for numbers at home or in the street. Sing some counting songs such as '5 little ducks', '10 in the bed' or '5 little monkeys jumping on the bed'.

Develop physical skills

- Encourage daily activity: go for a walk or a bike ride, jump on a trampoline, play football or dance.
- Support fine motor skills by drawing, colouring, using playdough, lacing activities, building with blocks, squeezing water out of a sponge and other creative activities. Such activities will help your child to develop the hand and finger muscles needed to hold a pencil properly in order to write.

The Importance of Play

'Play is the highest form of research.' (Albert Einstein)

CRC Article 31: All children have the right to play.

Our Nursery provides various opportunities to meet the children's needs and play is the primary route in early childhood. Play encourages all-round development of the child, therefore, within our Nursery, we provide plenty of opportunities for free play and plan for structured play experiences with adult guidance on a daily basis.

Our displays in Nursery aim to celebrate children's work and explain the learning that is taking place.



Our Learning Journey – The Nursery Curriculum

CRC Article 28: All children have the right to a good quality education.

At Timothy Hackworth Nursery, we aim to develop the whole child. Young children learn through first-hand experience by doing, touching and seeing for themselves through play. Their intellectual, social, emotional, creative and physical development is provided for by a variety of play activities and experiences we offer at Nursery.

We plan activities across the seven areas of learning to ensure that each child receives a broad and balanced curriculum, both indoors and outdoors.

In Nursery, your child continues the Foundation Stage for their education, which starts from birth and continues to the end of their Reception Year in primary school. The document, 'The Early Years Foundation Stage Statutory Framework for School-Based Providers', forms the basis for education from birth to age 5. It sets out the correct ratios of adults to children and the welfare requirements. It states that four guiding principles should shape practice in early years. These are:

1. The unique child
2. Positive relationships
3. Enabling environments
4. Children develop and learn in different ways and at different rates.

As part of the Learning and Development principles, there are areas of learning which form the basis of curriculum planning and indicate the progress which children are expected to make. The areas of learning finish at the end of Reception class, when children are assessed against 'Early Learning Goals'.

The Early Years Foundation Stage identifies characteristics of effective learning:

- Playing and exploring – children investigate and experience things, and ‘have a go’.
- Active learning – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- Creating and thinking critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

The children learn through seven areas of learning. Three of these are Prime Areas of Learning and four are Specific Areas of Learning.



Prime Areas of Learning

Communication and Language:

We aim to boost children's Communication and Language development by providing a language rich environment. We aim to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

Physical Development:

We aim to develop and improve children's Physical Development, supporting them to gain control and mobility, developing an awareness of space and enhance manipulative skills, using both indoor and outdoor environments. We feel that it is very important for the children to establish positive attitudes towards a healthy and active way of life. Healthy children have lots of energy and they need space to crawl, climb, balance, run, jump and dance.

Access to a wide range of equipment helps to develop manipulative skills, hand-eye and general physical co-ordination. Your child will also be encouraged to take part in regular hall time activities. Activities which, on a weekly basis, include movement to music and rhymes, ring games, physical games and large apparatus work using resources such as beams, tunnels and soft play equipment. In our activities around food preparation and baking, children are supervised as they learn to use a range of tools safely.



Personal, Social and Emotional Development:

We aim to enhance Personal, Social and Emotional Development by encouraging the children to be independent learners. We help them to build their self-esteem and make them aware of themselves as individuals and also aware of those that are around them. Opportunities to take turns, share and help one another, fostering a caring attitude and to be aware of the feelings and needs of others, happen on a daily basis. With guidance, the children will begin to learn how to look after their bodies, including healthy eating, and we will support them as they develop the skills to manage their personal needs, such as washing their hands independently.



Specific Areas of Learning

Literacy:

Children are encouraged to enjoy and share books, stories and poetry to help develop and expand their language and imagination. This also brings tremendous pleasure, expands other play and develops concentration and listening skills. Children are exposed to a range of auditory discrimination activities which help to develop good listening skills to identify and match sounds that children hear, identifying rhyme and the rhythm of words. When you show or model writing with your child please make sure that letters are predominantly lower case letters e.g. a, b, c, d, e, f, g etc. not CAPITAL letters.



Mathematics:

Skills in Mathematics are supported through a huge variety of practical activities and encouraging the use of mathematical vocabulary. Play, using a variety of small and large construction kits, gives the children practical experiences of shape and size. We help to develop the children's co-ordination skills with a variety of jigsaw puzzles, threading beads and small construction kits. Throughout your child's time at

Nursery, mathematical ideas are developed. These include size, shape, capacity, number, length, height and comparison and numerical patterns. Skills begin to emerge as we complete fun activities such as playing games, searching for sticks that are the same length, filling and emptying containers, counting how many star jumps we can do in one minute and going on shape hunts outside using photographs taken by other children.



Understanding the World:

This area involves giving the children an understanding of their local community and the wider environment, other people and features of the natural and man-made world around them. Through a variety of opportunities, including outings within the local community, we help the children to become more aware of themselves, their families and the immediate and local environment. The children are given experiences to explore and recognise the features of living things, objects and events in the world, and to look closely at similarities and differences, patterns and change. They are encouraged to ask questions and to find out why things happen and how things work. Our weekly 'Forest School' sessions in the early Autumn, Spring and Summer terms, provide us with a quality environment in which to explore and have fun as children investigate and stimulate their curiosity about the natural world.



Expressive Arts and Design:

We give the children many opportunities and experiences to explore music, dance and drama, which will help them to develop and use their imagination and communication skills. Children have access to a wide range of materials and tools to use. We encourage them to make, explore and develop their own creative expression and imagination. Creating something that is unique, either by themselves or working together in a group, gives each child satisfaction and helps boost self-confidence. Most children enjoy dressing up and enjoy role-play activities that reflect real life situations such as taking a pet to the vet, going to a café or shop, or visiting a hospital or car wash.



We introduce children to the next steps in their learning when they are secure, confident and happy at their present stage. We offer challenging activities for children to apply and broaden their skills.

CRC Article 29:

All children have the right to be the best that they can be.



Sharing Stories at Home

Once your child starts Nursery, they will be given a book bag and they will be encouraged to regularly select books to share at home. They will work towards a prize of a picture book too. Please share these books with your child at home, talk about the illustrations and which parts of the story, poem or non-fiction book they like best.

In the Summer Term, if your child is due to start school in September, they will be given a wordless, reading scheme book and a Reading Record booklet. Information about the vital skills that these Lilac Level books encourage, will be given out at the time that they start bringing them home.

Holiday Learning

Every holiday, we will post on Class Dojo suggestions for home learning. Parents and Carers will be asked to send photographs and communicate about home learning through the Class Dojo system. Supporting the children's speaking and listening skills is a key part of Nursery life and it is fantastic to hear the children talking about significant events; things that are important to them. We love to see the children's mark-making, writing efforts and pictures. The children love showing these to their teachers and friends, retelling where they went on the bus, what they did at Grandma's house or telling us who came to tea!

Outdoor Learning

CRC Article 31: All children have the right to play and rest.

During your child's time in Nursery, we take the children outside as often as possible. It is a requirement of the Early Years Curriculum to have access to an outdoor environment and we know this provision is essential for the following reasons:

- Many children prefer playing outside, and as a result, they show greater levels of involvement and motivation when learning new skills and concepts across the curriculum.
- Young children learn by being physically active and the outside environment allows greater space and freedom to do this.





“Forest School is an inspirational process that offers children, young people and adults regular opportunities to achieve, and develop confidence and self-esteem through hands-on learning experiences in a woodland environment.”

The Forest School provides a safe, outdoor ‘classroom’ and is situated in the woodland area at the bottom of the school field.

The natural environment provides a wealth of opportunity to expand young children’s learning through multi-sensory exploration, experimentation and adult supervised play.

Under full supervision, the children are encouraged to explore all aspects of the natural world. Their own interests and play ideas will be the basis of activities to extend their learning.

CRC Article 29: All children have the right to develop their talents and abilities. It should also help them to learn to live peacefully, to protect the environment and to respect other people.

Educational Visits

All visits form part of children's learning opportunities and the provision of first-hand experiences is essential. Other enriching experiences, including meeting 'people who help us', enhance the children's understanding of the jobs people do, linking to the CRC Rights of the Child, in particular the right to be safe. Local visits normally include: Shildon Tennis Courts, Shildon Library, the Dentist, local shops, a short train ride and planting the Community Garden.

Risk assessments are completed for all visits and are available for parents to read.

Before children are able to participate in a visit, a parent MUST sign the school Indemnity Form.

We are a Gold Level Rights Respecting School



CRC Article 42: All children have the right to know their rights. Adults should know about these rights and help children learn about them too.

Our school is a Gold Rights Respecting School, and we teach children how to respect each others' rights. We provide a safe and happy learning

environment and the children use their pupil voice to help to create a Nursery Charter for the children and adults to follow.

Children are praised for respectful behaviour, attitudes and effort and for respecting the rights of others.

We encourage everyone in our school, including parents and visitors, to be respectful at all times.

As part of our Rights Respecting School ethos, children will also attend Family Group sessions. During Family Group time, children learn about the rights of all children around the world.



Observations and Assessment

As part of the observation and assessment process, we regularly take photographs of children during activities as evidence of the learning taking place and to plan for their next steps in learning.

Parents and Carers are more than welcome to contribute with photos from home. Parents can send photographs and comments through the Class Dojo system.

We hold informal Stay and Play sessions every term where parents can discuss the needs of their child with staff and take the opportunity to join in with their child's learning and see the work on display within the Nursery.

There will also be an opportunity to attend more formal meetings with the Nursery staff over the Autumn and Spring terms.

At the end of the school year, a written report with a summary of your child's achievements across all the areas of learning will be provided.

Special Educational Needs and Disabilities

The Early Years Foundation Stage is guided by the principle that, "every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured". We recognise that children learn and develop in different ways and at different rates.

Early identification of special educational needs is important to ensure that each child receives the correct support or provision in school. If required, we also work with external agencies to help children to be the best that they can be.

The SEND Code of Practice endorses inclusive education for all children in mainstream schools, which we positively embrace.

CRC Article 23:

All children have the right to special education and care if they have a disability so that they can live a full life.

Snacks

Healthy snacks are provided for children on a daily basis. The children are taught to wash their hands, are encouraged to have a healthy snack, including drinks of water, and taught how to tidy away when they are finished. Teaching very young children about healthy eating habits and good dental hygiene is a key component of the Early Years Framework.

We encourage the children to bring a named, clear water bottle to school for snack time and throughout the day. Clear, plastic water bottles can be purchased from our School Office for £3.00.

Please note, only still, unflavoured water is allowed. This is to promote good oral hygiene, as directed by the Government.

If you have registered for free milk, this is also available. Milk is free for all children until they turn five years old. Forms to register for milk are included in your Welcome Pack.



If your child attends for a full day session, cooked meals are available. The children are supervised within the Nursery environment during lunchtime. Lunches will cost £2.95 per day.

Applications for free school meals are recommended for all parents. You will find the form in your Welcome Pack. Applications that are accepted also bring additional funding into school for your child. Please contact the School Office if you have any questions.

Half a term's notice is required if you wish your child to change from school meals to packed lunch or vice versa.

If your child brings a packed lunch to school, please ensure that this is a healthy meal which includes a drink of plain water.

Healthy packed lunch options should include:

- A good portion of starchy food, e.g., a wholegrain bap, a slice of wholemeal bread, a chapatti, a pitta pocket, pasta or rice;
- Plenty of fruit and vegetables, e.g., an apple, carrot sticks, satsuma or a small box of raisins;
- A portion of dairy food, e.g., cheese or a pot of yoghurt;
- A portion of lean meat, fish or an alternative, e.g., ham, chicken, beef, egg or humus;
- A drink of water.

The following should **not** be included:

- Fizzy and sugary drinks;
- Highly processed foods, e.g., cheese straws;
- Snack foods, e.g., cakes, chocolate, sweets, chocolate biscuits, and crisps (these are high in fat and low in vitamins and minerals).

Please inform us if your child has any known food allergies.

CRC Article 24:

All children have the right to healthy and nutritious food.

School Uniform

Our uniform in Nursery is:

- Royal blue sweater/cardigan/sweatshirt
- Grey or black trousers/skirt/pinafore
- White shirt or polo shirt
- Grey, black or white socks or tights
- Black school shoes (**not** trainers). Please choose shoes that use Velcro and buckle fasteners, not shoelaces. The easier the children find fastening their shoes, the more independent they become.

Your child will spend a lot of time outdoors.

In hot weather, they will need a sunhat and sun cream, which should be applied at home before school.

In cold weather, they will need suitable outdoor clothing and footwear:

- Waterproof jacket with a hood
- Wellies (to keep at Nursery)

Please keep all items of clothing (including footwear) named, as this helps if items are lost or mislaid.

Your child comes to Nursery to have fun, so they will be involved in messy play both indoors and outdoors and, although we use aprons, clothes do still get dirty at times.

Even if you feel confident that your child will not have accidents at Nursery, please leave a **spare set of clothing in a bag** on your child's peg, as often the children are happier to change into their own clothes rather than wear a spare set that we can provide. Any spare clothing would be gratefully received.

Jewellery

To ensure that your child is safe, the wearing of **any** jewellery is not permitted in school.



Parents as Partners

Communication is vital for your child's well-being. Staff are usually available to talk about your child's needs at the beginning and end of each day.

Please feel free to make an appointment with a member of staff to discuss your child's needs should you wish to.

If you have any questions about helping your child with their learning at home, please don't hesitate to ask at any time.



Birthdays

We enjoy celebrating the children's birthdays. We celebrate birthdays towards the end of the Nursery sessions.

Nappies

Please ensure that your child can use the toilet before starting Nursery. If your 2 Year Old child still wears nappies, please provide nappies and wipes in your child's bag along with a change of clothes. Intimate care logs will be completed by staff after each child is changed.

Newsletters

CRC Article 17: All children have the right to information.

A newsletter is available on the school website each term.

School Photographs

In the Autumn Term, the school photographer takes professional individual photographs of the Nursery children for you; older children in the school are included on family group photographs too.

Money in School

We use a system called ParentPay in school to collect money for school meals, Breakfast Club and School trips. You will receive an activation letter from school to get started.

Illness

If your child is ill, please contact the School Office on the first day of illness.

To prevent the unnecessary spread of sickness and diarrhoea, your child would need to stay at home for 24 hours if they are sick or have diarrhoea once. If they are sick or have diarrhoea more than once they would need to stay at home for 48 hours.

Accidents/First Aid

If your child suffers a serious fall or a bump to the head during the school day, an Accident Form will be completed and you will be contacted.

Other accidents requiring first aid will result in a 'First Aid Slip' being sent home with your child. Parents will be informed of any incidents.



Medicines

If it is necessary for your child to continue with prescribed medicines at school, you will need to complete the relevant forms. These can be collected from the School Office. Please note that no non-prescription medicines may be administered or taken in school.

CRC Article 24: All children have the right to medical care.

Contact Details

Please let us know if you have a change of address or telephone number. It is very important that we have up-to-date information in case of an accident or an emergency. **We require a minimum of two contacts for emergency purposes.**

Attendance and Punctuality

It is very important that your child attends Nursery every day and is on time. We reward excellent attendance with stickers and certificates and the class who achieve 100% each week receive a treat!

If your child is absent we must be informed of the reason. The school telephone number is 01388 772959. Any messages left on the school answerphone will be dealt with routinely throughout the day.

Should your child's attendance become a cause for concern, this will result in your child's place being at risk, where it may be offered to someone else. Our school Attendance Officer is available to help with advice and support with issues concerning attendance and punctuality.

Safety

CRC Article 19: All children have the right to be safe.

The safety of your child is of the utmost importance to us, both inside and outside of the Nursery. Staff are vigilant in relation to the safeguarding of your children. All staff are trained in child protection procedures.

Please let us know if a different adult is collecting your child and ensure that your child knows this person. If we have not been informed that someone else is collecting your child, we will need to seek clarification before we allow your child to leave the Nursery.

Please can we remind you to park safely and to use the voluntary one-way system if you travel by car.

For your children's safety we do not permit dogs or smoking, including the smoking of vapes, anywhere on the school premises or school grounds.



We look forward to working with you and your child.

Should you have any questions, please do contact us.

We will be happy to help.

TIMOTHY HACKWORTH PRIMARY SCHOOL
BYERLEY ROAD
SHILDON
CO. DURHAM
DL4 1HN

TEL: 01388 772959

EMAIL: timothyhackworth@durhamlearning.net