



**Lift St James
the Great**

An excellent education
for every child, in every
classroom, every day.

Welcome to our Nursery



Nursery Parent Information Booklet

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At St James the Great Academy, we understand the importance of building good foundations for future learning and our provision for nursery children reflects this. We recognise that children have rights and, as such, are valued, listened to and given time and space to express themselves. The curriculum in Early Years is designed to provide experiences that help to support children's communication skills and increase their vocabulary.

Our nursery provision is planned and delivered by our Nursery teacher, supported by a team of experienced and qualified early years practitioners. The foundation stage - nursery and reception classes are overseen by our KS1 and Foundation Stage Leader.

Children are provided with opportunities to actively participate, explore, and question things. We have a very strong emphasis on the social development of children as part of a community and their relationships to other children, their families and teachers. We recognise the importance of the environment, which we consider to be 'the third teacher'. We also follow the principles set out in the document 'Birth to Five Matters' which states that significant learning is dependent on each child having opportunities to thrive and develop positive relationships within an enabling environment.

Learning opportunities are carefully planned around the interests of the children so they can lead, take ownership and become immersed in their learning. We support the children to develop their skills progressively in exciting, fun and creative ways to achieve the highest standards possible. We also provide 'hooks' or 'scenarios' to support their ideas and to really engage the children in their new learning experiences. Teachers support children's learning and development by planning a range of Literacy and Numeracy activities, which are delivered through whole class, one-to-one and small group sessions.



How your child will start nursery

At Lift St James the Great, we have six admission periods each academic year. We start children once they turn three years old, we will contact you in advance of them starting to confirm settling in sessions, session pattern and the start date for your child.

Admission forms are available from the school office, these need to be completed before your child's start date. We also require your child's birth certificate or passport and red book to be shown to a member of the office team.

Nursery Hours

All children are entitled to 15 hours free education from the term after their third birthday.

If you would like to purchase more hours you may do so, the fees for these sessions are listed below. **If both parents are working, you may be entitled to 30 hours of free childcare, subject to meeting certain criteria, applications can be made at www.childcarechoices.gov.uk.**

Your child will initially be offered either:

Monday and Tuesday: 9:00am-3:00pm and Wednesday: 9:00-12.00 or

Wednesday: 12.00-3.00, Thursday and Friday 9.00am-3.00pm

Lunchtime forms part of your child's usual provision and learning experience. You can either send your child in with a packed lunch or order a school dinner via the Arbor App at a cost of £2.70. If you are on certain benefits, you may be entitled to free school meals. The office can support you to complete the application for this. If you send your child with a packed lunch, please ensure that this does not contain chocolate, sweets or nuts.

Additional Sessions

In addition, you can purchase hours at the following rates:

Morning Session	£15.00
Afternoon Session	£15.00
Whole day	£30.00



Please contact the school office to discuss additional Nursery sessions. A contract will need to be signed and all additional sessions need to be paid for via the Arbor app. Please note that payment must be made in advance of your child attending the session.

What should my child wear?

A uniform gives your child a sense of belonging and also helps them to understand when it is time to come to nursery. Nursery is an active, fun and sometimes messy time. All children need to feel comfortable and able to join in all activities. It is important to think of their uniform as work wear.

The uniform consists of:

- A purple polo shirt
- Black jogging bottoms or leggings, plain dark coloured shorts may be worn in the summer.
- A school jumper or cardigan (available from www.goodies.co.uk)
- Flat comfortable shoes or trainers (not open toed sandals)
- Jewellery: No jewellery is permitted at any time. If ears have recently been pierced, plain studs only.
- Outdoor clothing: Coats may be any colour, but please ensure they are warm and waterproof. All outdoor clothing should be removed in the school buildings.
- Hats: for the summer and winter

Although school uniform is not compulsory, we do prefer children to wear it. If you are having difficulty purchasing nursery uniform, then please speak to the office.

It is useful to send your child to school with spare clothes and underwear.

All clothes should be clearly named.

The children will be engaging in a variety of activities where they could get dirty, including using paint and glue etc. so it will also stop their own clothes from getting ruined. The Nursery will provide aprons for the children to wear, but accidents do happen! Your child needs to wear comfortable bottoms and strong, safe shoes that they can manage independently. If your child gets wet we will change them using our spare Nursery clothes. Please wash and return them.



Nursery Routines

Beginning of a session

When it is time for the session to start, a member of staff will open the door and you can bring your child into the cloakroom to find their peg. This is where your child will keep all of their belongings. When your child enters the nursery room, we will help them to find their name card and place it onto our self-registration board. As time goes on, your child will be able to find their own name. Children can then explore the activities on offer inside until we all get together for a carpet time activity to welcome everybody to nursery each day. This is a wonderful time to learn each other's names, the days of the week and any topic related vocabulary that we are learning each week. Throughout the session, children will also be able to use the outdoor area. Once nursery routines are well established, the children will take part in adult-led small group activities which are planned to teach specific skills and learning opportunities.

End of a session

At the end of a session, a member of staff will open the door and call your child's name when they see you or another named adult waiting. Please let us know if somebody different will be collecting your child.

Snacks

We are able to offer all children a variety of healthy snacks. Nursery takes part in the Government's fruit and vegetable scheme; the children will have access to fresh fruit or vegetables each day and they will also be able to choose from milk or water. We will of course take into account any dietary requirements your child may have.

Attendance

Attending Nursery regularly is very important for your child as it helps them to feel secure and is important for them when learning routines and expectations. If your child is absent from Nursery for any reason, please telephone the school on the first day of absence. Please do not send your child back too soon after an illness or if you are unsure of his/her fitness. Children must not return to nursery until at least 48 hours after the last bout of sickness or diarrhoea. Please try to make appointments, such as dentists, outside of Nursery hours wherever possible.



Planning the best environment for your child

We are lucky to have a purpose-built Nursery that we have planned carefully to promote the unique needs of your child and which is run by fully qualified staff that are trained and experienced in teaching very young children. The room is divided into different areas which encourage your child to explore a wide range of activities either independently or with adult support and the daily routine allows your child to experience a variety of activities, some of which are planned by the staff and others which your child will be free to pursue at their own pace. All activities will provide an opportunity for your child to work individually, with friends in smaller groups and in a large group.

We believe that we will achieve the best outcomes when we work in partnership with parents and carers and would like to share information with you and keep you informed of events in the Nursery. Weekly themes and activities will be posted on the main door, so you can contribute to your child's development.

The experiences we offer will reflect the multicultural society and provide equality of opportunity. We aim for the Nursery to be an exciting, vibrant and enjoyable place to be.

Observations and Freedom of Information

We follow the Early Years Foundation Stage Curriculum. It requires staff to observe children whilst engaging in activities to see what they can and like to do. Staff will record these experiences to help them plan future experiences to enhance the children's learning and all round development. Information will be collected and recorded in the children's Learning Journey Books. These books will be shared with parents on a termly basis, but are available for viewing on request. At the of your child's second year in Nursery these will be given to you as a record of their time here.



How will my child be learning?

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning & development. Children should develop the 3 prime areas first. These are: Personal, Social & Emotional Development, Physical Development and Communication & Language. These prime areas are the most essential for your child's healthy development and future learning. As they grow, the prime areas will help them to develop skills in 4 specific areas. These are: Literacy, Maths, Understanding the world and Expressive arts & design. These 7 areas are used to plan your child's learning and activities at nursery in a flexible way, following your child's unique needs and interests.

Children learn by playing and exploring, being active and through creative and critical thinking which will take place both indoors and outside.

Woodland Learning

The children will have, on occasions, the opportunity to attend our wonderful Woodland School facility. We will let you know if they need to bring particular clothes and shoes into school for this.

Toileting

We understand that every child and their needs are unique. We are committed to working alongside parents and carers in order to support each child's individual developmental needs in self-care. No child will be excluded from participating in the nursery who may, for any reason, not yet be toilet trained and who may still be wearing pull-ups. We strongly encourage parents to toilet train their children before starting nursery but are happy to help and support if they are not completely dry when they start. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non judgemental concern from adults. Parents/carers of children not yet completely toilet trained are required to provide sufficient pull-ups, wipes and nappy bags for each day.



Contact Details

Parents will be asked to fill out an admission form giving contact details. You must give the school an emergency number to contact in case your child becomes ill or has an accident. Please ensure your contact numbers are up to date and quickly inform us of any changes as they occur. We also require you to complete a Collection Alert form to detail any other adults you give permission to collect your child. If you need to change the arrangements as to who is collecting your child on a particular day please inform the school office so we can let the Nursery staff know.

If at any time you have any concerns or queries then please do not hesitate to speak to any of the Nursery staff!

For your information

- There is a no car policy on site between 08:30 - 08:50 and 15.10 - 15:30.
- Children are not allowed to walk across the car park for safety reasons and we ask parents to ensure they use the footpaths at either side of the car park when entering or leaving the school.
- With the exception of our trained school dog, dogs are not allowed on our site and therefore owners are requested not to bring their animals on to our premises for any reason.
- Smoking or vaping is not allowed on the school site at any time.

