



Woodfall Primary and Nursery School

Welcome to  
Woodfall Nursery  
2023 -2024



## **Welcome to Woodfall Early Years Foundation Stage Nursery**

This booklet has been written to help make starting nursery a happy event for you and your child. This will be one of the first big steps in your child's life and with your support we aim to make it as successful as possible. It is important that a positive partnership between parents/carers and teachers is fostered at this early stage. Research shows that your child will benefit highly from this cooperation between home and school. We aim to provide the highest quality education in the Early Years Foundation Stage (EYFS) through a curriculum which is tailored to their developmental needs. We hope that this booklet will answer any questions you may have about the foundation stage but if you have any further queries, please see a member of staff.

### Our Nursery 1 class (2-3 year olds) is currently staffed by:

Mrs Daly – Room Leader

Mrs Irmak, Mrs Marsh, Mrs Lawrenson and Miss Lightfoot – Key workers

Mrs O'Connor – Welfare Assistant

### Our Nursery 2 class (3-4 year olds) is currently staffed by:

Miss Wallace – Qualified Teacher

Mrs Hill, Miss Nevin-Jones and Miss Lightfoot – Teaching Assistants

Miss Hodgson - Welfare Assistant

The Nursery is managed by Mrs Bramham, our Deputy Headteacher.

In Nursery we offer children a finely tuned, play-based curriculum, which is personalised to meet each child's needs.

Our inspirational equipped rooms provide a stimulating environment which enables children to be highly curious and to investigate. The transformed environment will also support learners to take risks, think creatively and solve problems. The school grounds are ideal for children to explore and we will use these regularly. Please ensure that your child has a pair of wellingtons and a spare coat in school as we will be outside in all weathers!

### **Curriculum in Nursery 2**

We follow the EYFS Curriculum. This has seven areas of learning including three Prime Areas: Communication and Language, Physical Development and Personal, Social and Emotional Development; and four Specific Areas: Literacy, Mathematics, Understanding of the World and Expressive Arts and Design. These are taught through topics which have been carefully chosen to engage and interest the children. The first topic of the Autumn term is 'Marvellous Me'. This will help us to get to know your child even more.

### **Curriculum in Nursery 1**

We follow the EYFS Curriculum. Our focus is on the 3 Prime areas of learning: Communication and Language, Physical Development and Personal, Social and Emotional Development. Once your child is ready to begin accessing the specific areas of learning which are Literacy, Mathematics, Understanding of the World and Expressive Arts and Design these will be introduced and planned for to meet the needs of your child. All areas of learning are developed through topics.

## Useful and Important Information

### **Parents' Evening**

We will hold two Parents' Evenings each year when we will share your child's achievements with you. These will take place in the Autumn and Spring terms and there will also be an end of year celebration when your child is ready to start in Reception.

### **The School Day**

Children will be welcomed into the Nursery classroom at 8.45am for the morning session. The session ends at 11.45am. Afternoon sessions begin at 12.30 and children can be collected at 3.30pm.

### **Lunchtime**

If you wish your child to stay for lunch, there may be an additional fee of £3 per day if your childcare entitlement of 15 or 30 hours does not cover this period. Nursery children can bring their own packed lunch, or they can purchase a healthy lunch from the kitchen. Lunches cost £2.35 and can be ordered on a daily basis. Lunchtime runs 11.45am until 12.30pm.

### **Uniform**

Nursery uniform (not compulsory) consists of:

- Grey trousers / skirt / pinafore
- White polo shirt
- Red cardigan/ sweatshirt
- Red gingham dress

Uniform items with the school logo can be purchased from Tobe Uniform in Neston or alternatively online from [www.myschoolstyle.com](http://www.myschoolstyle.com) and all other items of clothing are readily available from most clothes stores.

Please help your child to become independent with their own dressing (this is a Prime Area of learning in the curriculum). Send them to school in trousers or skirts that they can easily undo to go to the toilet. Teach them how to fasten their coat or jacket. Avoid laces on shoes until your child is able to tie these. Please ensure that all clothing is labelled.

### **What to bring to Nursery**

Please bring a spare set of clothes to Nursery (labelled with your child's name) in a bag to hang on their peg. This is in case your child needs changing during the day. Make sure that your child is dressed appropriately for outdoor play – warm clothes for the Winter, waterproof coats for the rain and a sunhat in the Summer.

If your child is still in nappies, please ensure they have enough in their bag for each day. You can discuss their toileting needs with any member of staff and we will work together in toilet training your child when they are ready.

Please do not bring toys or games to school (unless asked by the staff). Also, do not send your child with snacks and/or juice (unless it is part of their packed lunch) as the children will be provided with these on a daily basis. Your child should bring in a water bottle for hydration during the day; they will also be offered milk or water with snack.

## **Milk and Snack**

All of the children in the Nursery will be provided with a snack and a drink of water or milk each session. Please see any member of staff or Mrs Bramham if your child has any allergies or dietary requirements that we should be aware of.

## **Collection of children at 11.45am and 3.30pm**

Children will only be released from class to an authorised adult. Should you wish anyone else to collect your child, please advise the school office on 0151 832 5020 as soon as possible. We do not allow anyone under the age of 16 to collect a child under any circumstance.

## **Supporting the Children**

In addition to the trained staff in each class, we have a number of staff who are available to help the children and who can also provide support for parents:

**Mrs Bramham** is our Special Educational Needs Coordinator (SENCo). She ensures that we have all the necessary information to make sure the children are well supported to learn.

**Mrs Foster** is our Higher Level Teaching Assistant (HLTA). She is trained to deliver Speech & Language programmes for the children. She is also trained to deliver the Parenting Programme 123 Magic.

**Mrs Hall** is one of our Teaching Assistants. She delivers a Motor Skills programme for children who have difficulties relating to fine and gross motor skills.

## **Learning Journeys**

Your child's 'Learning Journey' celebrates their experiences and achievements whilst they are in Nursery. Over time it will tell a story about their learning and the things that they enjoy. We will get to know them as individual people with special skills, interests and ideas. We use an online Learning Journal (Tapestry) that you will be able to access at home and also add to. You will be provided with details on how to access this once your child has started at the Nursery.

## **Homework**

We want to work in partnership with you. Children make more progress when their parents are working closely with the school. Please try to share a book with your child every night. At this age it is important to read to them as well as encouraging them to talk about the story and begin to identify words when they are ready.

## **Sickness and Absence**

We want your child to attend Nursery as often as they can so that they do not miss out on their learning. However, if your child is sick and unable to attend, please contact the school office on 0151 832 5020 to report their absence. We have a policy in school that if a child has sickness and diarrhoea, they must remain at home for 48 hours following the last episode.

## **Safeguarding**

Our school community places the highest priority in keeping our children safe. We aim to work together so that our children can be safe from abuse or harm at home and within our community. The school has a legal duty to report any non-accidental injuries to children. Where children have had an injury from an accident outside school, we ask that parents please inform the Nursery so that we respond appropriately. The school's Child Protection

and Safeguarding Policy will involve links with police and/or social care as appropriate. It is therefore essential that parents inform the school of accidental injury to pupils whilst they are at home. The school cannot hesitate to report any instance of abuse. Thank you for your help with this.

### **Allergies and Health**

Please ensure that we are aware of any health conditions including allergies that your child has. This information is requested on the registration forms that you are required to complete before your child starts Nursery. It is important that you keep us updated on any changes in regard to your child's health.

### **First Aid at School**

All staff working in the Nursery are qualified in Paediatric First Aid. If the children have a serious accident anywhere on the body or a bump to the head, we will inform you. Please ensure that your contact details are kept up to date.

Please be understanding that small children engaging in active play do have bumps and bangs from time to time but we encourage you to speak to a member of staff if you have any concerns.

### **Fees Policy**

The current fees are set at £17 per session (for unfunded hours) plus an additional £3.00 for the lunch period. Any increase in fees will be communicated at least one term in advance.

### **Parent Pay**

At the beginning of the term, you will be issued with a username and password to enable you to log onto this service. This will enable you to pay for Nursery fees, trips and dinners.

### **Payment of Fees**

Invoices will be sent home, usually within the first 3 weeks of each half term detailing the fees for that particular half term. Where applicable, fees are to be paid weekly or half termly, in advance, using Parent Pay, by the due date indicated on the invoice.

If fees are not paid by the date given on the invoice this may result in your child losing their place at Nursery and their name will be returned to the waiting list. If your child is in receipt of EYFS funding, then their sessions will be reduced to free sessions only and a payment plan will be set up for outstanding monies.

Please note that fees can be paid through Parent Pay and you will automatically receive a receipt.

### **Notice Required**

If you wish to withdraw your child from the Nursery, then we require a full half term's notice or a full half term fees will be charged.

### **Refunds**

Unfortunately, we are unable to refund or allocate extra sessions to make up for time missed due to illness or holidays.

### **Additional Sessions**

If you would like your child to attend any additional sessions then these MUST be pre-approved by the nursery staff and booked through Mrs Johnson in the school office. We cannot guarantee additional sessions; it will depend on capacity on the day you require.

## Funding

Your child is eligible for the **15 hours Funded Entitlement** from the beginning of the next claim period following their 3rd birthday which has the following effect:

a child born between 1 January and 31 March will become eligible at the start of April

a child born between 1 April and 31 August will become eligible at the start of September

a child born between 1 September to 31 December will become eligible at the start of January

Please note actual start dates will depend on the start of term date. Additionally, if your child is eligible for **30 hours Funded Entitlement** from the beginning of the next claim period following their 3rd birthday as laid out above and the next claim period (as laid out above) following you completing an application for the 30 hours and receiving a valid 30 hours code, whichever is the later date. For example: If your child turns 3 on the 31st of August but you do not apply for the 30 hours until the 4th of October your child would not be eligible to start the 30 hours placement until January but would be able to start their universal 15 hours from September.

## Settling in sessions

Your child will be offered settling in sessions at the end of the term prior to their start date or if they are joining us mid-term then a suitable date will be arranged. These sessions are either one 3 hour session or three 1 hour sessions.

Thank you for choosing Woodfall Nursery. We are looking forward to welcoming your family.

If you have any concerns that you wish to discuss please contact Mrs Bramham either

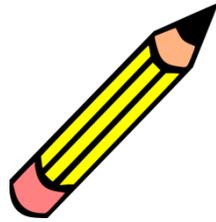
via the school office or by email - [deputy@woodfall.cheshire.sch.uk](mailto:deputy@woodfall.cheshire.sch.uk)



Parent's Questionnaire

Your child's name: \_\_\_\_\_

Names of family members/ significant people.	Did / does your child attend any other nursery / playgroup / childminder?
Can your child dress her/ himself?	Is your child toilet trained? Can your child go to the toilet independently?
Is your child allergic to anything?	Is your child afraid of anything?
What are your child's current play/ toy interests?	What other things does your child like to do/ show interest in/ talk about?
How well and often does your child play with other children?	What can you tell us about the way your child's language is developing? Is their speech clear? Can they ask for things that they need/ want?
How does your child respond to new people/ situations?	Does your child enjoy sitting and listening to stories/ looking at books? Do they have any favourite books, rhymes and songs?
Tell us about your child physical skills. What does he/ she like to do?	Do you have any concerns or worries about your child?
Is there any other information that you feel would help your child settle in?	



Child's Name: \_\_\_\_\_

Please draw a picture of yourself for your teacher.

A large empty rectangular box with a black border, intended for a child to draw a picture of themselves.

What are you most looking forward to in Nursery?

**Emergency contact details:**

Please list in order of priority **3** emergency contacts and their contact numbers and details:

1.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_ email: \_\_\_\_\_

2.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_ email: \_\_\_\_\_

3.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_ email: \_\_\_\_\_

**Persons authorised to collect your child:**

Please indicate below if there are any additional adults who are authorised to collect your child from Nursery.

1.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Contact number: \_\_\_\_\_

2.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Contact number: \_\_\_\_\_

3.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Children can only be collected by persons aged 16 or over. Please inform staff or the school office on the day if the usual person is unable to collect your child and ensure we know the name of the person who is.**

## Permission Slips

### Toileting

Children sometimes have toileting accidents and need changing. Some children are in nappies or pull ups and will need assistance with toileting and changing. All staff in our setting are fully DBS checked and will be on hand to support your child during these times.

Please sign below to consent to a member of staff supporting or changing your children's clothing or nappies during the session.

Signed: \_\_\_\_\_

### Sun Cream

On warm, sunny days we ask parents/carers to apply sun cream to their child before they attend Nursery. When children attend the setting all day the staff will apply a SP50 sun cream after the lunch session.

Please supply your child with their own sun cream and clearly label it. Sun creams can be passed to the child's key worker or put in your child's bag.

Signed: \_\_\_\_\_

### Local Visits

As part of the curriculum, it may be necessary to take your child out of Nursery to gain first-hand experience of a particular aspect of their learning. These visits to the local area may be as short as half an hour or take part of a morning or afternoon session and would always be somewhere close to school.

Please sign below to authorise us to take your child out of school for short periods, under supervision, for purposes associated with their learning.

Signed: \_\_\_\_\_

### Photographs/Permissions

Occasionally, we may take photographs of the children at school. Such images may be used in our schools prospectus or in other printed publications that we produce, as well as on our website. There are occasions when we are asked to provide photographs of the many learning opportunities for publication in local and/ or national newspapers. Before we take any photographs we need written consent in order to comply with the Data Protection Act 1998.

Please answer the questions below and sign and date the form.

May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes? Yes / No

May we use your child's image/video on our website? Yes / No

Are you happy for your child's image to appear in the media? Yes / No

May we use your child's first name with any of the above? Yes / No

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Special Educational Needs**

Does your child have any Special Educational Needs that we need to be aware of?

Yes / No

What additional support may he / she require in Nursery? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other professionals working with your child / family:**

(eg, Family Support Worker, Paediatrician, Speech and Language Therapist etc)

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

### Medical Information Sheet

<b>Name</b>			
<b>Date of Birth</b>			
<b>Emergency Contact</b>			
<b>Doctor / GP (name &amp; contact)</b>			
<b>Any known medical condition:</b>			
<b>Symptoms of this condition:</b>			
<b>Treatment for condition, including medication details &amp; possible side effects:</b>			
<b>Any allergies / dietary requirements:</b>			
<b>Any cultural or religious beliefs that may affect medical care:</b>			
<b>Has your child ever suffered from any of the following illnesses?</b>			
Chicken Pox	Y/N	Whooping Cough	Y/N
Scarlet Fever	Y/N	Polio	Y/N
German Measles	Y/N	Diphtheria	Y/N
<b>Are your child's immunisations up to date?</b>		<b>Yes / No</b>	
<b>Does your child have a disability?</b>		<b>Yes / No</b>	
<b>If yes, please give details</b>			
<b>Form completed by:</b>			
<b>Name of Parent/Carer:</b>		<b>Date:</b>	