



*Highbury Primary School
and Nursery*

*'Valued as Individuals, Inspired
and Nurtured as Learners'*



**Nursery Parent
Welcome Pack**



On behalf of the children, staff and governors, we would like to welcome you and your child to Highbury Primary Nursery. We hope that the positive partnership between home and Nursery will support your child.



Welcome

A very warm welcome to Highbury Primary School and Nursery. We feel privileged that you have chosen our nursery for your child.

This welcome pack is designed to give you valuable information on the aims, organisation and learning that happens at Highbury throughout the day.

As a parent your child's wellbeing is paramount and it is equally important to us at Highbury Primary School and Nursery. We endeavour to provide a stimulating safe and nurturing environment that enables children to thrive as they learn through their play.

We understand that entrusting your young son or daughter to the care of others is an important step. Our experienced staff will arrange a settling in period that suits your family. From your child's first day with us, our staff will keep in close contact with you, communicating at every stage.

We have an open door policy which means we are here for you whenever you need us.

About Us

Highbury Nursery is split between two buildings, both are bright and airy with a welcoming atmosphere. We pride ourselves on creating a personal and homely environment for children and their families. We believe every child deserves the best start in life and support this to enable them to fulfil their potential. We ensure there is a secure foundation through learning and development opportunities and employ quality and inspirational staff to ensure consistency in our setting. We want every child to be included and supported and make good progress so that no child gets left behind. We plan activities around the needs and interests of each unique child whilst working in partnership with parents/carers.



Ladybirds Room - Children aged 18 months to 3 years

Ladybirds Room is a welcoming and spacious environment with access to a separate garden that has been designed to ensure children's play is based around natural resources. Our children are encouraged to make their own choices throughout the day and take part in adult-led activities. The room is set up in a way that aims for children's development to take place through their own natural curiosity.

As with all children at Highbury Primary School and Nursery, we observe and plan for children individually, ensuring that all children have the opportunity to learn and develop a range of skills through play and discovery based on their own interests and level of development.

We provide lots of opportunities for discovery and adventure:

- Ladybirds have their own daily messy/sensory play to experiment and manipulate from play dough, sand and water to painting, sticking and foam play. We provide a variety of natural objects, materials and music to stimulate and engage, as well as relax and calm the children.
- We have a variety of construction toys for the children to learn about design, balance and building.
- We have a role play area in which the children can play in their own imaginative worlds. We change this regularly based on the children's interests.
- We have a cosy corner for the children to relax, play quietly and read books.
- We provide table top activities so that the children can learn through play with an assortment of equipment that provides open ended discussions.
- The Ladybirds Room gives free access to the outside provision throughout the day to ensure that children have the choice of environments.

And much, much more!



Pre-School - Caterpillars, Chameleons and Crickets

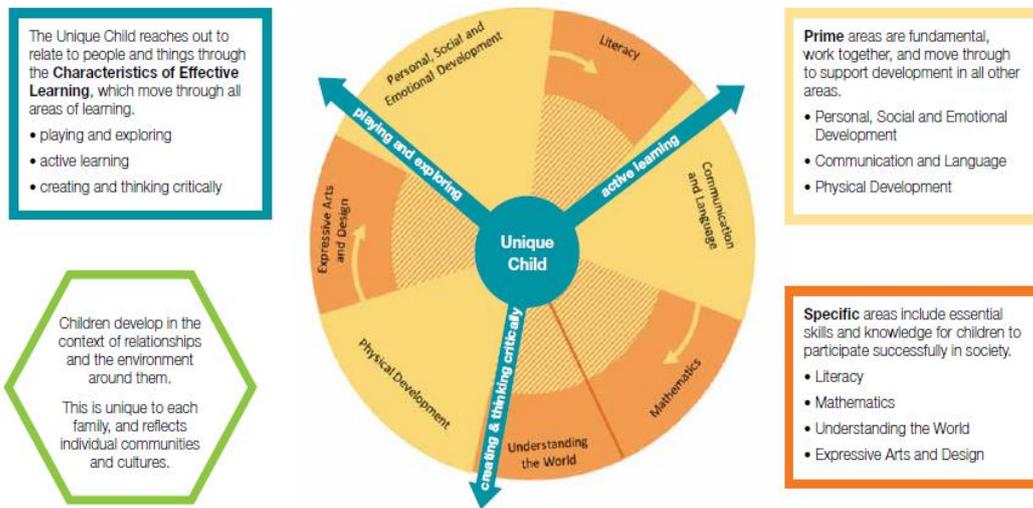
Joining pre-school is an exciting moment in a child's learning, preparing them for their journey on to school. Our Foundation Stage building is split into 3 pre-school rooms, Caterpillars, Chameleons and Crickets and two Year R classrooms, Snails and Whales. Our purpose-built building has an inviting and friendly atmosphere which is filled with fun and adventure and all rooms have direct access to the outside area.

Children have daily opportunities to free-flow between all of the rooms within the Foundation Stage. Pre-school staff encourage independence and confidence so that the children have the skills and assurance to support them on their journey to school.



- We provide a role play area that changes on a regular basis to encourage the children to play and act as various different characters and in various different situations.
- We have a variety of maths and literacy tools and apparatus throughout the setting that lead to learning and discussion. These include tape measures, shapes, counting blocks, calculators, rulers, pens, pencils, scissors and several book areas where the children can relax in a calm and inviting space to enjoy a story.
- We provide a range of programmable toys for the children to experiment with. These include remote control cars, white boards, computers and iPads.
- Children can access creative resources independently throughout their session.
- All children have easy access to the toys on offer in the construction area. They are able to build, balance, design and create mini masterpieces. These activities support their gross and fine motor skills, incorporate mathematics and speech and language to aid in all round development.
- Children are able to free-flow into our extensive outside area which includes a large mud kitchen, climbing frames, scooters, bikes, role play and forest area.

The Early Years Curriculum - The Early Years Foundation Stage



4

The Early Years Foundation Stage outlines a unique phase of education from birth to the end of the academic year in which the child is five. The EYFS has seven areas of learning. These areas of learning and development are extremely important. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas are called the Prime Areas:

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

The four Specific Areas, through which the three prime areas are strengthened and applied are:-

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

Learning in the Foundation Stage takes a variety of forms and is carefully planned to incorporate these areas of learning. The children will have the opportunity to work with an adult, work in a small group or work independently. 'Planning in the moment' and the 'curiosity approach' are ways in which all children are encouraged to be active and independent. Children are offered 'real life' experiences so they can develop confidently with the skills they need to take the next steps in learning.



Partnership with Parents

We value good communication with parents and carers and hope that this will be the start of a positive relationship between home and school. There will be various opportunities to meet both formally and informally throughout the year.

- Parent's Evening

These happen three times a year; Autumn, Spring and Summer. These will be held with your child's keyworker and will be an opportunity for you to hear about your child's time at nursery.

- Tapestry

At Highbury Primary School and Nursery we use Tapestry which is an on-line learning journey system hosted on a secure server. Tapestry is used to record observations, comments and photographs to show your child's progress across the Early Years Foundation Stage.

- Newsletter

We have regular newsletters that will inform you of key dates and information in the Nursery calendar.

- Keyworker System

You are encouraged to communicate regularly with your child's keyworker so that you can share information about your child.

- Open Door Policy

We are happy to answer any queries or questions between the hours of 0800-1600hrs within the nursery office. You can also email and phone at any time.

- Fun Sessions

We like to hold fun sessions for children and parents to attend. These can range from messy play to family workshops.

- Letters and Information

Most letters and information will be sent via email, however there are some occasions when your child may receive information via their school book bag. **Please check your child's book bag daily.** Letters are also posted on Tapestry and our Facebook Page.



How can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school. Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real difference to your child's confidence as a young learner.

Share a range of nursery rhymes

Talk about the numbers, Colours, words and letters you see when you are out and about

Cook / bake together

Share a range of books

Talk to your child at every opportunity – e.g. what you are going to do that day

Engage children in your everyday activities to enhance language

Share our stories on YouTube with your children

Talk about Nursery - use the nursery staff photos to show the children

Parent Observations



Key Person

The key person is a named practitioner who has responsibilities for a small group of children. They are there to help the child feel safe and secure. The role is important for both child and parent and it is an approach set out in the EYFS.

The key person approach makes sure relationships between staff and children are 'attentive, responsive, stimulating and affectionate.' A key person ensures that within the day-to-day demands of the nursery, each child feels welcomed, cherished and cared for as an individual to create a smooth transition from the home environment to nursery each session they attend. Children feel settled and happy and are more confident learners to explore.

You will receive a note informing you who your child's key person is and they will identify themselves to you. Where possible this person will pass on daily information and any messages about your child's activities, enjoyment and progression. Your key person will keep a record of development through uploading photos and observations to your online learning journey (Tapestry) for you to view, comment on and contribute to.

Please approach your key person at any time to discuss your child's next steps.



Nursery Induction

You and your child will be invited to a nursery visit to familiarise your child with the nursery and our routines. We believe that our induction programme will contribute to a happy and positive start to nursery for your child.

During your visit to nursery, we will complete a Transition from Home to Nursery Form which will be your opportunity to tell us about your family. This will also help us to identify any support that we can offer to ensure that the transition from home to nursery is as seamless as possible.

Once this visit is complete, it is decided with you as parents how to move forward with your child's induction.

Nursery Uniform

The colour for trousers, shorts, pinafore dresses and skirts is grey with red as the main colour for cardigans and jumpers. This gives the children a sense of belonging to a community. Book bags can also be ordered as these are useful when we are sending letters and books home for you to share with your children.

Uniform

Red jumper or cardigan

Red polo shirt

Summer dress - Red and White

Sensible shoes (no sandals, flip flops or ballet pumps)

Book bag

Please name all your child's clothing. Normally, if clothes are named, they quickly find their way back to their owner. Young children get very distressed when things go missing—please **LABEL** their clothes with iron on or stitch in labels—pen washes out in the wash.



General Information

Contacting Nursery

The nursery office is open from 8.00am—4.00pm daily. You can contact the nursery direct on 02392 215600 or by emailing nursery@highbury-prim.portsmouth.sch.uk

Contact Details

It is very important that we have up to date contact details for you at all times. If you change your contact number or emergency contacts, please let us know in writing.

Accessing the Nursery

Families can access the nursery via the nursery entrance in the alleyway at drop off and pick up times. If you are collecting your child during the day, this is the entrance to use. You can also gain access to the nursery at the start and end of each day via the main gates in the playground. The gates will be unlocked between 8:15 - 8:50am and - 3:00 – 3:30pm. If you have to drive to nursery, then please park on Highbury Grove and do not park on Dovercourt Road as this road is extremely busy with children and families walking to and from school.

Absence from Nursery

We would be grateful if you could inform us by 8:30 am if your child is absent from nursery. Please refer to our Attendance Policy.

What to bring to Nursery

To ensure your child has everything they need at nursery, please see the list below:

- Water bottle. Please provide a named water bottle each session.
- Weather appropriate clothing:
A waterproof coat, Wellington boots (these can stay at nursery or brought to each session), a warm hat in winter and a sun hat in summer, all in one waterproof for winter (this allows children to enjoy outdoor play whatever the weather!), UV Suit for summer play outside.
- Dress for Mess! Our children have lots of sensory play activities and creative activities to join in with – please dress your child for mess so that they can enjoy these activities to the fullest. We do provide aprons but children can be in the sensory/messy areas without an apron and are likely to get splashes and dabs on their clothes. Dressing for mess allows children to fully explore. As they get older we do encourage self-care and independence.
- Spare clothes: At least 2 tops and 3 pairs of underwear, socks and bottoms if your child is toilet training - Crocs/Jelly shoes can be a good alternative to shoes or wellies whilst toilet training to allow them to be cleaned and dried quickly.
It is useful for all children to bring a spare set of clothes in case of getting wet/muddy etc.
- Nappies/Pull-ups, baby wipes and cream: A supply of nappies/pull ups and baby wipes are essential. If you wish for nappy cream to be applied, please provide a named pot/tube that can be kept at nursery or in your child's bag. A supply can be kept at nursery for your child.
- Sun cream: In the Summer we expect all children to arrive at nursery with sun cream already applied and if they are staying for a full day session, a named bottle to be supplied

to allow it to be reapplied in the afternoon.

Food and Drink

Milk and water are available each day in the classroom for children in Nursery. Fruit and a dry snack is also shared with the class during this time.

Lunchtime

If your child is having a packed lunch, please write their names clearly on their lunchbox to avoid any confusion. **Food containing nuts and egg in its natural state must not be brought into school due to children suffering from severe allergies.** This means **egg sandwiches, boiled eggs, scotch eggs, savoury eggs and homemade quiche.**

Chocolate bars, sweets and fizzy/energy drinks are not allowed in lunchboxes

Packed lunches are eaten in the classroom. A hot school dinner can be ordered for your child at an additional cost of £2.10 which must be paid in advance.

Jewellery

We ask that you do not send your child into Nursery wearing jewellery. This can be dangerous for the child as many of our activities could cause your child to catch their jewellery and rip earrings or necklaces from them, causing injury. Its loss or damage also causes much upset.

Medicines

We are able to administer prescribed medicines to children when a consent form has been completed. All medicines should be handed in at the Nursery Office and can be collected at the end of the day.



Nursery Sessions and Fees

Session Time	Duration	Age 1	Age 2	Age 3+
0730-1130hrs	4 hrs	£20.40	£19.00	£17.40
0730-1230hrs	5 hrs	£25.50	£23.75	£21.75
0730-1530hrs	8 hrs	£40.80	£38.00	£34.80
0730-1630hrs	9 hrs	£45.90	£42.75	£39.15
0730-1700hrs (Mon to Thurs only)	9.5 hrs	£48.45	£45.15	£41.35
0730-1800hrs (Mon to Thurs only)	10.5 hrs	£53.55	£49.90	£45.70
0750-1130 hrs	3.75 hrs	£19.15	£17.85	£16.35
0750-1230 hrs	4.75 hrs	£24.25	£22.60	£20.70
0750-1530hrs	7.75 hrs	£39.55	£36.85	£33.75
0750-1630hrs	8.75 hrs	£44.65	£41.60	£38.10
0750-1700hrs (Mon to Thurs only)	9.25 hrs	£47.20	£43.95	£40.25
0750-1800hrs (Mon to Thurs only)	10.25 hrs	£52.30	£48.70	£44.60
0830-1130hrs *Main morning session	3 hrs	£15.30	£14.25	£13.05
0830-1230hrs	4 hrs	£20.40	£19.00	£17.40
0830-1530hrs *Main full day session	7 hrs	£35.70	£33.25	£30.45
0830-1630hrs	8 hrs	£40.80	£38.00	£34.80
0830-1700hrs (Mon to Thurs only)	8.5 hrs	£43.35	£40.40	£37.00
0830-1800hrs (Mon to Thurs only)	9.5 hrs	£48.45	£45.15	£41.35
1230-1530hrs *Main afternoon session	3 hrs	£15.30	£14.25	£13.05
1230-1630hrs	4 hrs	£20.40	£19.00	£17.40
1230-1700hrs (Mon to Thurs only)	4.5 hrs	£22.95	£21.40	£19.60
1230-1800hrs (Mon to Thurs only)	5.5 hrs	£28.05	£26.15	£23.95

A parent guide to funded early education for 2, 3 and 4 year olds.

Early education ensures that some 2 year olds and all 3/4 year olds have access to a high quality provision. It will help your child to take the right steps for school and will help you to consider returning to work, accessing training, increasing the hours you use at your current provider or reducing the cost you currently have. This may be at a registered childminder, nursery or pre-school.

Will my child be eligible?	<p>Some 2 year olds may be eligible for a place. You will be eligible if you meet the criteria of the Two Year Old Funding Offer. For more information on this please see our application information www.portsmouth.gov.uk and search 'childcare'. You could also ask your local children's centre or health visitor. If your child is eligible, they will be able to access the funding from the term after their 2nd birthday.</p> <p>All children become eligible from the start of the term following their 3rd birthday. They remain eligible until they start school, regardless of household income or family circumstance.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 2px;">Child's birth</th> <th style="text-align: left; padding: 2px;">Start date</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1st April to 31st August</td> <td style="padding: 2px;">1st September following 2nd or 3rd birthday</td> </tr> <tr> <td style="padding: 2px;">1st September to 31st December</td> <td style="padding: 2px;">1st January following 2nd or 3rd birthday</td> </tr> <tr> <td style="padding: 2px;">1st January to 31st March</td> <td style="padding: 2px;">1st April following 2nd or 3rd birthday</td> </tr> </tbody> </table>	Child's birth	Start date	1 st April to 31 st August	1 st September following 2 nd or 3 rd birthday	1 st September to 31 st December	1 st January following 2 nd or 3 rd birthday	1 st January to 31 st March	1 st April following 2 nd or 3 rd birthday
Child's birth	Start date								
1 st April to 31 st August	1 st September following 2 nd or 3 rd birthday								
1 st September to 31 st December	1 st January following 2 nd or 3 rd birthday								
1 st January to 31 st March	1 st April following 2 nd or 3 rd birthday								
What hours will I be offered?	<p>You are entitled to use up to 15 hours per week, over no less than 38 weeks per year.</p> <p>Childcare providers will offer the funded places as flexibly as they are able to, and where there is capacity, they may be able to offer patterns of hours that 'stretch' the entitlement by offering fewer hours a week over more weeks of the year.</p> <p>There are also some limits in place regarding the use of these funded hours, these are as follows for children able to access 15 hours 2, 3 and 4 year old funding:</p> <ul style="list-style-type: none"> A minimum of 2.5 hours and a maximum of 10 hours can be used in one day Parents should be able to use their hours in at least 3 x 5 hour blocks or 5 x 3 hour blocks at a setting <p>Within these limits, settings have the flexibility to offer times and durations they choose; you should consult with the setting of the choice to see what is available. You may choose up to two providers to allow you to access the hours you require. This could perhaps be a childminder for early mornings who drops off at a local pre-school.</p>								
How do I claim?	<p>You should register your child with the setting of your choice, you will be asked to complete a termly parent declaration form, and they will make the funding claim on your behalf.</p> <p>The setting and Portsmouth City Council will hold data relating to your child and the grant funding. This will be held securely and confidentially within the requirements of data protection.</p>								
What are the benefits of early education?	<ul style="list-style-type: none"> Your child can socialise with other children their age. It will help your child get ready for school. It will provide new learning experiences for your child. It gives you an opportunity to consider returning to work or increasing your hours, starting college or a university course and much more. 								

A parent guide to funded early education for 2, 3 and 4 year olds.

Additional 15 hours for eligible 3 and 4 year olds	
Will my child be eligible?	<p>A small number of 3 and 4 year olds may be eligible for up to 15 hours of additional childcare.</p> <p>The programme has a very clear set of criteria and application process.</p> <p>For more information on this please speak with your childcare provider or see www.portsmouth.gov.uk and search 'childcare'.</p>
What hours will I be offered?	<p>All 3 and 4 year olds are entitled to 15 hours of childcare. Families with 3 and 4 year olds that meet the eligibility criteria will be entitled to an additional 15 hours of childcare. These may be taken alongside your current 15 hours over a minimum of 38 weeks.</p> <p>You should check that your childcare provider is able to offer the additional hours if you are eligible. You may choose to share the hours between 2 childcare providers (eg. A childminder and a nursery).</p>
How do I apply?	<p>An application and declaration form will need to be completed and submitted with the relevant documentation to confirm eligibility. For more information on this please speak with your childcare provider or see www.portsmouth.gov.uk and search 'childcare'.</p> <p>Your chosen childcare provider and Portsmouth City Council will hold data relating to your child and the grant funding. This will be held securely and confidentially with the requirements of data protection.</p>



Our Staff



Rebecca Frost
Nursery Manager



Angie Bayliss
Admin Officer



Janice Ricketts
EYFS SENCO



Theresa Caspall
Nursery Supervisor



Emma Stratford
Room Leader



Alisha Salvage
Nursery Assistant



Shelley Davis
Nursery Nurse



Siana Tetsill
Nursery Assistant



Hannah King
Room Leader



Zita Herbert
Nursery Nurse



Kayleigh Hall
Nursery Assistant



Amy Dong
Nursery Assistant



Bonnie Burns
Nursery Nurse



Millie Manchip
Nursery Nurse



Ella Caspall
Bank Staff



Ashleigh West
Bank Staff

FAQ

- **Does the nursery close for INSET days and school holidays?**
We are a term-time only nursery. The nursery closes for five INSET days and all the school holidays. A calendar can be found in this pack with the INSET/holiday dates clearly marked.
- **How many staff will there be working at nursery?**
The number of staff working at nursery depends on how many children are attending on a particular day. We ensure we adhere to all legal requirements which are:

1:3 for children under 2 years old

1:4 for children aged 2 years old 1:8 for children aged 3 years and older
- **Dropping off/collecting your child**
You will be shown where to drop off and collect your child when you come to nursery for your visit. If you are dropping off / collecting outside of the normal times, please use the nursery entrance in the alleyway and come to the Foundation Stage Office. Please do not use the main school entrance.
- **What if I am late collecting my child?**
Please refer to our Late Collection Policy.
- **Other adults collecting your child**
Please advise us if another adult will be collecting your child. The collecting adult **MUST** have the password which is listed on your application form or we will be unable to hand your child over.
- **Is there car parking available?**
No, unfortunately the school car park is for staff only. Schools become healthier and happier places when children walk to school. It is an easy way for children to build more activity into their day and it reduces congestion and pollution around the school gates.
- **What if my child becomes ill at nursery?**
If your child becomes unwell whilst at nursery we will contact you immediately. Please refer to our Sickness and Illness Policy.
- **Fees – How do I pay?**
Fees are due monthly in advance. You will receive an invoice when your child starts nursery and you will have 7 days to pay. Please refer to our Nursery Fees Policy.
- **Do I have to pay if my child is ill?**
Yes. Please refer to our Nursery Fees Policy.
- **Do we accept Childcare Vouchers and Tax Free Childcare Scheme?**
Yes. We accept all childcare vouchers from employee schemes and payments via the Tax Free Childcare Scheme.
- **Do we offer any discounts?**
We offer a 10% sibling discount – this is applied to the youngest child and is applicable until the older child leaves nursery.

- **Fees – Additional Charges**

You are asked to provide nappies and wipes. If we have to use our own supplies, the charges are as follows:

Nappies – 30p each Baby wipes - £1.00 per pack

- **Funding – How do I apply for Government funding?**

All children are entitled to 15 hours universal funding the term AFTER their 3rd birthday. Some are entitled to 30 hour and 2 Year Old funding if certain criteria is met.

- **Can I use my mobile phone on the premises?**

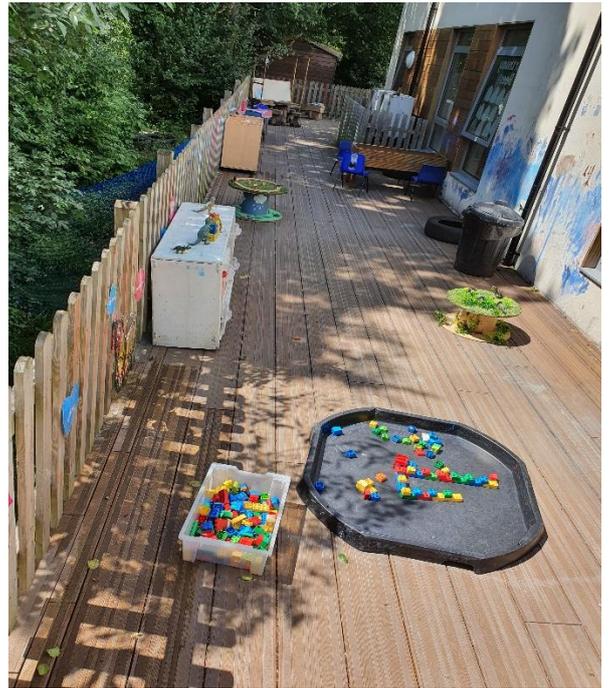
No. Mobile phones or other image recording equipment are not permitted on the school/nursery grounds. This is to ensure the safety and welfare of all the children within our care.

- **What is Forest School?**

Forest School is an innovative educational approach to outdoor play and learning. The philosophy of Forest School is to encourage and inspire individuals of any age through positive outdoor experiences. By participating in engaging, motivating and achievable tasks and activities in a woodland environment each child has an opportunity to develop motivation, sound emotional and social skills. Forest School is offered to all children every other week on a rota basis.



Our Nursery





‘Valued as Individuals,
Inspired and Nurtured as
Learners’



Respect, Resilience, Confidence,
Kindness, Inclusive, Aspiration