



Welcome to

Drayton Community Infant School
Nightingale Infant & Nursery School

Partnership Head: Mrs Sarah Hutt





Hello

from our EYFS Team

A very warm welcome from all of the staff at Nightingale Infant and Nursery School and Drayton Community Infant School.

We hope that your child will be happy and excited to learn throughout their time at Nursery and our schools, and that this will be the start of a happy partnership.

This booklet contains information which we hope will help to make your child's entry into Nursery / Reception life as smooth and easy as possible. It also aims to give you some idea of how we work and the important role you can play in the process. We work hard to ensure that your child's transition into school is enjoyable for everybody.

If you have any questions after reading this booklet, please contact the school office.



Hello

Our Nuthatch Nursery Team at Nightingale

Miss Rayner- Nursery Class Teacher

Mrs Chaplin- Hatchlings Room Lead

Early Years Assistants

Mrs Yallop

Mrs Drake

Mrs Whiteman

Mrs Cockburn

Mrs Bright

Mrs Smith

Mrs Callaghan

MSA's: Mrs Johnson and Mr Eldridge

Get to know us

See the Nightingale website to see our '5 facts about me!'



Early Years Foundation Stage

Stage

EYFS includes children from 0 - 5 years. Both Nursery and Reception are therefore part of the Early Years Foundation Stage (EYFS).

EYFS do lots of things a little differently from the rest of school. We provide the children with the secure foundations they need for their future learning. Through careful observation and assessment, staff move children on in their learning by planning the highest quality learning experiences. In keeping with the principles of the EYFS these experiences are a balance of play based learning and adult supported learning experiences. We hope that they will become confident, enthusiastic and independent learners during their time with us.

Nightingale has a Nursery for 2- 4 year olds which acts as a feeder Nursery to both schools.

In Nursery and Reception, we follow the EYFS curriculum. This is divided into 7 areas of learning;

- personal, social and emotional development
- communication and language
- physical development
- literacy
- mathematics
- understanding the world
- expressive arts and design





Nuthatch Nursery at Nightingale

The main purpose of Early Years education is to help children develop the skills and attitudes that they will use throughout a lifetime of learning.



At Nightingale, our aim is to help your child become as independent as possible and to foster a love of learning by making it exciting and fun! Our qualified teacher-led Nursery and Reception classes make up our EYFS. We have one Reception class and one Nursery class. This Nursery class (Nuthatch) is the feeder for both Nightingale and Drayton schools. In all our EYFS classes, we provide welcoming, supportive, caring, happy, secure and stimulating environments where children are given equal opportunities to develop and learn in a way and pace appropriate to them as individuals. We are able to take children from age 2. Funding begins from the term after the term in which they turn 3 but you are able to pay for sessions before this starts. There are many variations on how your 15/30 hours can be spent in Nursery.

Sessions available:

Monday to Friday (Term Time Only):

Morning 8:45am - 11:45am

Afternoon 12:15pm - 3:15pm

All Day 8:45am - 3:15pm

Lunch Session runs from 11:45-12:15- This can also be booked as an add on either side of a session.

Please see the Admissions and Fee Policy sent alongside this pack for more information regarding session prices and more details.



What does my child need at Nursery?

- **Nursery uniform** - See explanation on next page
- **A coat or waterproof-** we also recommend a puddle suit to protect clothing as we love to get messy!
- **A pair of wellington boots** - please leave these at school so that we can go outside to learn
- **A sun hat**
- **A few changes of clothes and underwear**
- **A named water bottle**
- **Packed lunch if staying for lunch and not ordering a school meal**

PLEASE NAME EVERYTHING - ANYTHING NOT NAMED WILL GO INTO OUR LOST PROPERTY



Nursery Uniform

We encourage all of our children to take pride in their appearance, and wearing the correct uniform is a great way to start. We do not expect two year old's to wear uniform.

Our Nursery uniform colour scheme is Navy Blue

Items of uniform displaying the school logo can be ordered from <https://myclothing.com/>

Children are encouraged to wear:

Sweatshirt/cardigan – Navy Blue with or without school logo

Skirt/pinafore dress/trousers/shorts – Navy Blue

Polo shirt – White with or without school logo

Pinafore summer dress – Blue checked

Trainers – Dark colour if possible



Everyone:

Wellies

Water Bottle

A drawstring change of clothes bag (left at Nursery)

Coat or waterproof in case the weather suddenly changes

Hat for summer

Hat and gloves for winter



Settling In

First Session - Parent Meeting:

This is a 30 - 45 minute meeting between parents/carers and a member of the Nursery Team in one of our nursery spaces. During this time staff can find out key information from parents in an informal, conversational manner. Whilst this meeting takes place, the child/children are encouraged to play with our other children in the parallel room away from their parents.

Session Two - Supported Settling Session:

This is a 2 hour session where the child is invited to join our other nursery children for a shorter period, without parents.

From this point the booked sessions will begin. In some circumstances, transitions may be spread out to build up to full sessions to support your child to transition. If your child attends one or more full day session in their booked hours, they will attend a half day session in order to build up to this.

Please note, after session one, parents are encouraged not to come into the setting with their children, but leave them with Nuthatch staff at the nursery door. Rest assured that we will contact you if your child has not settled within 45 minutes.

Starting Nursery

The first day of Early Years education is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning and is the foundation for lifelong learning. As wonderful as this new experience may be, it can also be quite stressful for families. New situations and change can, at times, be unsettling for all of us. For many children, this may be their first experience of separation from parents or care givers at home. It is common for even the most outgoing child to be anxious on the first day away from home.

Here are some suggestions for supporting your child. Please remember that our staff will be there every step of your family's journey to provide support and assistance; making your child's day a happy one.

Prepare your child for the new experience by explaining what to expect. Answer their questions directly and honestly. Be positive! Young children are aware of your feelings. Your enthusiasm will assure them that nursery is a fun and exciting place to be.

You will be nervous but try not to show it! Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you return.

Going home routines

We have a password system to help us with sending children home safely. We will only send your child home to your nominated person so it is ESSENTIAL that you tell us if this changes. Please inform the nursery staff OR the school office if this changes.



A day in Nuthatch Nursery

8.45 Children arrive at Nursery, helped by a Nursery member of staff to find their name, put their bag on their peg and lunchbox on shelf. Water bottles are placed on a tray. We settle in with a range of activities.

9.05 Circle time- this consists of different levels of expectations depending on the children's age and room they are in. In Hatchlings we say our good mornings and may share a story or a few songs. In Fledglings we answer the register and share what we would like for lunch before completing our morning dough disco.

9.15 Time to choose their own learning, where they can explore and play with all areas of our Nursery inside and out. We always have our roleplay area, construction, playdoh, water play, mark making, books, maths area to name a few. The children can choose to stay indoors or go outside. We offer free flow learning throughout the school day.

10.00 – 10.30 Our free flow snack table is open, children wash hand and choose their snack (snack is a selection of fruit, milk or water).

11.20 Is "Tidy up time" to our tidy up song!

11.30 Circle time and get ready for lunch time/going home.

11.45 We say good bye to the morning children and the children staying for lunch wash hands, go into their lunch rooms ready for their school hot dinner or home packed lunch.

11.45 –12.15 Lunch time (children sit with an adult who will help)

12.15 We welcome in the afternoon children and repeat the morning timetable.



Outdoor Play

We play outside every day. The use of the outside area and equipment compliments and extends the experiences that take place indoors. Learning outside is part of the EYFS curriculum .

We know that outside learning is very important in child development and essential for their wellbeing. Our children can choose to be outside every day, whatever the weather in our safe and secure outside areas.

Children should bring a coat to school every day, keep wellingtons at school and have a named change of clothes on the peg all year. We recommend for wetter weather bringing in an all in one puddle suit to save clothes getting too messy!





My child is ill. What do I do?



Every day of absence, please ring the school and leave a message on the school absence option.

Procedures for illness

The schools are not allowed to admit children while they are contagious. This is to prevent cross contamination with other children.

Should your child develop symptoms of illness - rash, high temperature, vomiting, headache etc while at school you will be contacted to collect your child as soon as possible.

Prescribed medication can be given to your child but we will need you to provide written permission for us to do so - forms are available from the office.

Your child should be clear of sickness/diarrhoea for 48 hours from their last bout of illness before returning to school.

If your child should be injured during the day you will be handed a note at the end of the day. If your child is not collected by you, you will receive a phone call and the note will be in your child's book bag. We may telephone you during the day depending on the type of injury and its severity.



Snack

Children have access to fruit, milk and water in the morning and afternoon. This is free and provided through a government scheme.

Children are encouraged to bring a named bottle of water to Nursery to drink throughout the day.

Please do not send squash or flavoured water.

Nut Free School

We are a 'Nut Free School'.

We have children who suffer from nut allergies in our school, and can develop a severe, potentially life threatening allergic reaction. The reaction can be caused by not just eating nuts but also being touched on the skin.

Please could we ask that children DO NOT have nut products in the lunch boxes such as:

- Peanut butter sandwiches
- Chocolate spreads sandwiches
- Cereal bars
- Some granola bars
- Cakes that contain nuts
- Biscuits / Cookies that contain nuts
- Peanut butter cakes
- Food contains sesame seeds

This list is not exhaustive. Please check the packaging carefully.

Thank you very much for your cooperation and support.



Two Year Progress Check/Shared Review

The two-year progress check is an opportunity for parents, guardians, carers and professionals to come together and collaboratively review where a child is on their learning journey. It identifies their strengths, interests, and any further support or intervention required. This will be completed in nursery if your child attends our setting at two years old.

Your child's key person alongside the nursery teacher will complete a short written summary of your child's development in the three prime learning and development areas of the Early Years Foundation Stage:

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

This will be shared with you once completed. Permission will also be sought for this to be shared with the Just One Norfolk team, who are there to support families.





Pupil Premium Funding

You can apply for your school to get extra funding from the government, if you receive one of the benefits listed below. This extra funding is called Pupil Premium:

- Universal Credit - with an annual earned income of no more than £7,400 after tax
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190

The following groups of children are also eligible for extra funding to schools:

Looked-after and previously looked-after children

Pupils who have left local authority care through adoption, a special guardianship order or child arrangements order.

Extra funding will help your child to:

- Benefit from extra resources and equipment suited to their needs
- Enjoy a range of new play, learning and activity experiences
- Be prepared for starting school

If your child falls under these criteria, please speak to the school office.



Privacy Notice for Children in Early Years Settings

Privacy Notice – Data Protection Act 1998

We, Nightingale Infant and Nursery School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous Early Years setting. We hold this personal data and use it to:

- Support teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess how well the setting as a whole is doing

This data includes your contact details, relevant assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the setting is required to pass on some of this data to local authority departments, including Children's Services, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Development Agency (QCDA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Children, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact Mrs. Stephanie Arnold, Partnership Office Manager at the school office 01603 867976.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notices/children-and-young-people-privacy-notices/childrens-services-education-privacy-notice>
- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LA or the DfE as follows:

Information and Intelligence Team
County Hall, Room 530, Martineau Lane, Norwich NR1 2DL
Email: irc.data@norfolk.gov.uk Tel: 01603 223913

Public Communications Unit
Department for Education, Sanctuary Buildings, Great Smith Street, London SW1P 3BT
Website: www.education.gov.uk Email: info@education.gsi.gov.uk Tel: 0870 000 2288



Finally

If you have any questions please speak to any member of the EYFS team, telephone the school or email us.

All the contact details you need are below.

Drayton Community Infant School

Office: officedrayton@istnorfolk.co.uk

Telephone: 01603 860272

School Road

Drayton

NR8 6EP

www.draytoninfantschool.co.uk

Nightingale Infant & Nursery School

Office: officenightingale@istnorfolk.co.uk

Telephone :01603 867976

Nightingale Drive

Taverham

NR8 6LA

www.nightingaleinfant.co.uk

Partnership Headteacher: Mrs. Hutt

Deputy Headteacher: Mrs. Boyce

Partnership Assistant Headteacher: Miss. Watling

We cannot wait to welcome you to our Nursery!