

Archibald Primary School Nursery

Welcome Brochure
2023-2024



Tel: 01642 804101

“Believe and Achieve”



Welcome

We would like to tell you a little bit more about the Nursery Provision that we provide here at Archibald Primary (3-4-year olds). We are so happy that you have picked for your child's early stage in their life to be spent with us, and can ensure it will be a happy and rewarding.

So far you have been the biggest influence in your child's life and we hope to work with you to ensure that your child continues to develop in a full, happy and secure way.

Our Nursery environment is an integral part of our school and we aim to provide an exciting learning environment, allowing free-flow provision where every child is considered to be unique. We aim to promote a setting where every child feels safe and secure, whilst becoming confident, self motivated, independent learners through their play.

It is through play that the children begin to understand the world around them. They explore, experiment and learn to work together with other children. They share, cooperate and help each other. They plan, make decisions, concentrate and work things out. They express themselves through language, creative activities and role play. They will grow in confidence and independence.



Staff in Nursery

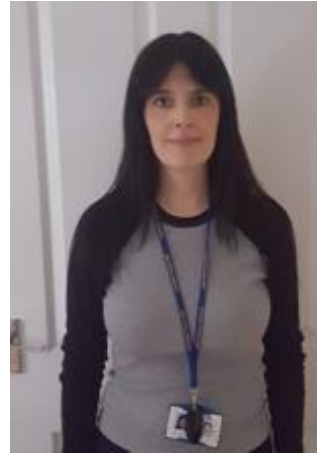
There are four members of staff in Nursery.



Mrs McCourt

Nursery and Pre-School Teacher

Mrs McCourt is the teacher in charge of running the Nursery. She is the key worker for the ladybird group. She works Monday- Thursday.



Mrs Anderson

Nursery Teacher

Mrs Anderson is also the Nursery teacher. She is the key worker for the ladybird group. She works on a Friday.



Mrs Wilson

Level 2 Teaching Assistant

Mrs Wilson is the key worker for the butterfly group.



Miss Troath

Level 2 Teaching Assistant

Miss Troath is the key worker for the bee group.



Key Person Groups

We aim to meet all the needs of every child in our care. We use an effective Key Person system so children feel safe and secure and have a familiar adult who they can build a consistent and effective relationship with.

Your child will be assigned a group and a 'Key Person'. The Key person will be one of the experienced Early Years practitioner above who will form a strong relationship with your child and have in depth knowledge of his/her achievements, needs and interests. The Key person (alongside Mrs McCourt) will be your first port of call if you have any questions or queries for specific queries regarding your child and your child's development.

Our key groups are: **Ladybirds, butterflies and bees.**

Archibald Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Consequently all staff and volunteers working in school have up to date DBS clearances in place. Staff and visitors wear appropriate identification.

Starting and Finishing Times

Nursery sessions are:

Morning - Drop off 8.30am – Pick up between 11:25 - 11.30am.

Afternoon – Drop off 12.10pm – Pick up 3.05 – 3.10pm.

We also offer **30 hours provision**; however, we are only able to accommodate 13 spaces for 30 hours. You can find out if you are applicable for 30 hours by visiting <https://www.childcarechoices.gov.uk/> and filling out the application form for 30 hours.

30 hours' time – Drop off 8.30 am – Pick up 2.30 pm

A packed lunch is required to be provided from home.

It is important that you collect your child on time. Your child may become anxious if other parents begin to take their children home and you haven't arrived. Please contact the school if you are going to late due to unavoidable situations (**☎01642 804101**).

For each session your child must be brought to Nursery by an adult. It would be helpful if you would inform us beforehand if someone else is to collect your child at the end of a session in order to allay any worries of confusion.

Please queue to the left-hand side of Nursery gate to drop off your child. If you have any queries or concerns, staff will be available to talk to at drop off and pick up times. You may have to wait until all children are indoors or have all been collected. We can always arrange meeting times to suit you should your query need more time.

Settling In

Children will settle into Nursery at their own pace and we want to make their transition as smooth as possible. The staff will help and support you and your child as much as possible.

If your child initially finds it difficult to settle we may talk to you about staying for shorter sessions until your child's confidence grows. In the first few sessions it is important you keep your phone on in case staff need to contact you if your child is not settling in. We would prefer your child to have a happy short time and gradually build it up.

A Typical day at Nursery

- We gather on the carpet for Nursery rhymes to start the day.
- We then do the register and discuss the timetable for the day and what we will be doing.
- We then have phonics time.
- It is then snack time, we enjoy milk/ water with a piece of fruit at snack time. We use this as a social time to chat with our friends and develop communication and listening skills.
- It is then choosing time! We have an hour of choosing time inside our classroom where your child can learn, play and access the areas with their friends with adults supporting their learning.
- We then all stop to take part in a small focused group time with our key worker and group.
- We tidy up and head outside to learn and play!
- Then it is nearly home time, we gather on the carpet to take part in a whole class lesson/story and get ready to go home!

Snacks and Drinks

During each session children will have snack time where they will enjoy a piece of fruit and a drink of milk or water with their key worker and other children. We aim to utilise snack times as an opportunity to get together, sit around a table, chat to our friends and get to know each other. It is also a wonderful opportunity to learn about health and hygiene (we will always wash hands first), taking turns, and saying 'please' and 'thank you'.

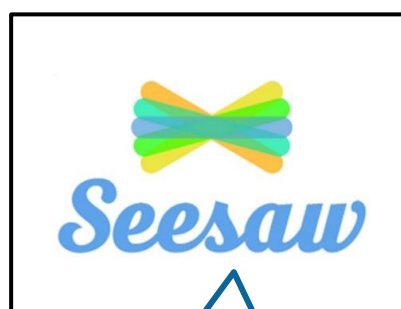
We may enjoy food we have made during the session at snack time. Please let us know of any allergies that may affect your child so we can plan accordingly.

Children will be able to access water as drink at any point in the session.

How parent/carers will know what their child is doing at Nursery



Evidence Me Your child's key worker will take observations of them and document my learning. Parent/carers will receive frequent updates of these half termly.



Seesaw
This is an app where the teacher can also share what each child is doing at Nursery and set challenges for home. Parents/carers can also share what their child gets up to at home with the teacher!

Parent/carer will also receive the school newsletter by email with updates of what is happening in school.

Communicating with your child's teacher

If you ever would like a private chat or meeting with your child's teacher it is best to try and catch Mrs McCourt or other members of staff at drop of or pick up time once all the children have gone in. Alternatively, you can send a message on SeeSaw or ring the school office to make a time that is most convenient with Mrs McCourt and yourself.

Throughout the school year there will regular parent drop in/ stay in play sessions held, these sessions are the perfect opportunity to catch up with your child's teacher and discuss your child's learning and development.

Clothing

All children are expected to wear school uniform which instils a sense of belonging and pride. Uniform also ensures children are as independent as possible with dressing and undressing. It also supports staff to conduct personal care safely and efficiently.

School colours are navy blue and grey. The uniform consists of:

- Navy blue sweatshirt
- Light blue or white polo shirt
- Grey/ navy-blue or black trousers/ jogging bottoms
- Grey/ Navy-blue or black leggings/ tights with skirt or pinafore
- Black shoes or footwear (no open toed or heeled shoes due to safety reasons)

In warm weather, alternative clothing may be worn:

- Light blue polo shirt
- Blue checked dress for girls.

If you wish to purchase Uniform with the school logo on it is available from Ross's in Middlesbrough town centre.

45 Borough Road, Middlesbrough TS1 4AF

Phone: 01642 246150

It is however not essential to have a logo uniform as long as your child's uniform follows the guidelines above.

Denim jeans are not part of our school uniform and should not be worn for school.

We have some spare clothes in case of accidents but our supplies are limited. **We therefore encourage you to put spares in a bag to hang on their peg in case of accidents.**

It is essential that ALL clothes including coats and shoes are clearly marked with your child's name to avoid mix ups.

Whilst every reasonable precaution is taken to protect pupil's personal property, neither the school, or its employees can accept any liability for loss or damage to that property, however that loss or damage has come about.

We play outside in all weathers so children will need to be dressed accordingly. Warm coats and hats in winter months and sun cream and sun hats in summer months.

Despite providing aprons it is likely your child will come home with marks on their clothes. Please be reassured this is a sign that they have been busy, having fun and learning a lot.

Please do not allow children to bring money or toys into Nursery. It is likely other children will want to play with them and this can cause conflict.

Nappies

If your child is still in nappies can we please ask that they begin to start wearing pants now that they are starting Nursery. **We would be grateful if you could ensure there are always wipes and a change of clothes inside the bag at all time (spare clothes do not have to be uniform).**

We are very willing to support you in the process of toilet training your child and understand that accidents will happen. Please inform staff of the strategies you are using at home.

Our most recent OFSTED inspection was in September 2023. The report can be viewed online at:

www.ofsted.gov.uk

Our school website can be found at:

www.archibaldpri.org.uk

Thank You

Thank you for reading this booklet. We hope it has been useful to you. We look forward to teaching your child and getting to know your family. If you have any further questions please do not hesitate to get in touch via email or phone the school on 01642 804101.