

## Nursery Information



### Nursery Opening times

Nursery is open the same term dates as the main school and closed on teacher training days. Please see the academic calendar supplied separately.

### Hours and Funding

**15 hours – Free care for three and four year olds.** Every child in England who is aged three or four is entitled to 570 hours of free early education or childcare each year. This can be taken during term time only, which equates to 15 hours a week for 38 weeks a year. You do not need to do anything in order to claim 15 hours childcare for your child.

**30 hours** – Working parents may be able to claim additional hours to support with childcare costs, known as 30 hours. The additional hours can be claimed if you meet the eligibility criteria listed on, this will need to be renewed every three months: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

When should you apply? You will need to have applied for and received an eligible code from HMRC before the start of the funding block. You will be given a start date for this code which will match the day you apply. To apply, click <https://www.gov.uk/sign-in-childcare-account>

You will need to provide Woodvale with the 30 code prior to your child starting.

### Pre-start paperwork

If your child is offered a place at Woodvale Primary Academy's nursery, you will need to complete/provide and return to the school office:

- A fully completed and signed Data Collection sheet
- A fully completed and signed parent contract for the funding block your child is starting in
- A copy of your child's birth certificate and/or passport
- Parent(s) National Insurance number
- A copy of a utility bill to prove your address

### Uniform

There is a uniform of a purple sweatshirt or cardigan with the school logo on. See the Uniform information sheet provided separately. Children are also expected to wear a white polo shirt, grey skirt or trousers and black shoes (not trainers or boots). We also ask that your child always have the following in the nursery at all times:

- A bag of spare of clothes (underwear, socks, t-shirt and trousers/leggings, please note your child will be provided with a bag when they start, please can the spare clothes be placed in this bag.
- Wellington boots (we will go outside no matter what the weather is like)
- A jacket or coat depending on the time of the year
- Hat, scarf, and gloves for winter months and sun hat for the summer months
- Pull-ups, wipes and nappy bags **ONLY IF NEEDED**

In accordance with the Academy's Health & Safety policy, no jewellery may be worn.

### Toilet training

We understand that children develop at different speeds so your child may start nursery not fully toilet trained. We are happy to support you with the toilet training where we can, however we that where possible you help your child to become independent when using the toilet.

If your child is attending nursery in pull-ups then please can you provide a bag of spare pull-ups, wipes and nappy sacks. If your child is still toilet training when starting nursery, please send them in with plenty of spare underwear and trousers as accidents will happen.

### Packed Lunch

Please can you provide a healthy packed lunch. Children will be provided by the Academy, a named water bottle (so they can access to water during the session) and a piece of fruit for snack time. We do understand some children prefer a hot meal so you may wish to feed them their main meal either before or after they attend their nursery session. However, the expectation is that the children all sit down for lunch together, so even if your child is going to each lunch at home please send them in with some snacks so they can eat with their friends.

Please can the packed lunch be provided in a named container and we ask that the lunch does not consist of any sweets, chocolate or fizzy drinks. Please note the Academy is a nut-free school, so please do not send in nut or snacks containing nuts.

Examples of what you could include in your child's packed lunch:

- Fruit and vegetables – carrot/cucumber sticks, pieces of fruit, grapes, strawberries or olives (please cut lengthways), fruit jelly, fruit bars
- Meat, fish or eggs – hard boiled egg, cooked meats such as chicken, turkey or tuna
- Bread, rice or pasta – rolls and sandwiches, pitta bread, cold pizza, wraps, rice, cold pasta
- Milk and dairy produce – yoghurt, a piece or slice of cheese, cereal bars

The children will eat their lunch in the nursery setting, supervised by two Midday supervisors.

### Book Bags

Each child will receive a book bag and reading journal. Children can choose a new story book to take home once a week (more if they wish) and parents are asked to record comments about the stories they share with their child in the reading journal. More guidance will be provided once your child has started Nursery.

### Tapestry

An online assessment tool, Tapestry, is used in nursery and reception to record children's work and activities. Occasionally your child's photo may be taken in a group. The confidentiality of the data is safeguarded and will only be used for the stated purpose and will be only retained for the period of time stated in the Trust's retention policy.

Work and activities on Tapestry can be shared with parents/carers.

### Key person

Your child will be assigned a key person who will be responsible for their 'tapestry learning journal' and any assessments that are undertaken whilst attending nursery. Your child's keyperson will also meet with you twice a year to discuss your child's progress, these sessions are called TLC's (parents meetings).

All adults within the setting have the responsibility for recording observations and assessments on tapestry for every child and though your child may form a close relationship with their keyperson, we encourage children to form strong relationships with all adults in the setting. This helps the children to develop those early social skills.

### Typical day in Nursery

AM sessions start at 08:45. Parents are asked to sign their child in upon arrival. The children will play until the register is taken at 09:00. Following the register, there will be a short phonics activity followed by continuous provision. At 10:00, the children undertake a maths activity in groups which is followed by a drink of either milk or water. The children then have access to the outside area until 11:10 when they tidy up and come back inside for singing and a story. They sit down for lunch at 11:20.

PM sessions start at 12:30 and follow a similar routine as the AM session. The PM register is taken at 13:00, the maths at 14:00. Outside provision is until 15:00, followed by story time. Collection is at 15:30.

On Monday's some children attend Forest School with Mrs McKenna. The children will take it in turns to attend Forest School and they will usually attend 3-4 week blocks.

#### Parent's settling in children at the start of the session

Parent's and Carer's are always welcome to come into Nursery at the beginning of each session and we ask that you sign your child in. This is an opportunity for you to speak to your child's key worker and pass on any messages or share any concerns you may have.

We do ask parents to wait outside with their children in the mornings rather than coming into the covered outdoor area. This is because the outdoor area will have been set up for the day, so we do not want resources to be played with before the nursery session starts. Parents and children attending the afternoon session are asked to wait outside the main pedestrian gate and a member of staff will open the gate at 12:30.

#### Before and After school clubs

Unfortunately, before and after school clubs are not available for nursery children.

#### Obtaining a school place (reception) at Woodvale Primary Academy

Your child is not automatically given a reception place at Woodvale Primary Academy even though they are attending the nursery. You will need to apply for a school place via Children First Northamptonshire by the stipulated deadline: <https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/default.aspx>