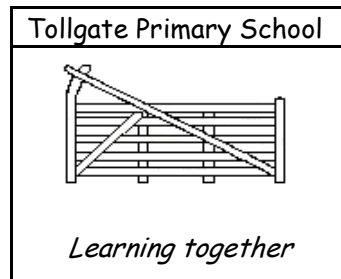


NURSERY



HANDBOOK

General Information

Tel: 01284 752 742

Fax: 01284 704854

Email: tollgateschool@btconnect.com

Website: www.tollgate.suffolk.sch.uk

Headteacher:

Mr P Johns

Clerical Assistant:

Mrs D Rosbrooke

Nursery Teacher:

Mrs L Matthews

Nursery Nurses:

Mrs N Burke,
Mrs M Nicholls

Opening Times:

Morning Sessions 9:00 am. - 11:30 am.

Afternoon Sessions 12:45 pm. - 3:15 pm.

PREPARING YOUR CHILD FOR SCHOOL

We are often asked how parents can help their children be "ready for school". May we suggest the following:

- ◆ Let your child have opportunities to be away from your care for an hour or two regularly, e.g. pre-school playgroup, grandparents, friends.
- ◆ Try to read to your child each day. Discuss pictures and stories with him/her.
- ◆ Tell your child the well-known stories and sing nursery rhymes.
- ◆ Take your child to the library or library van.
- ◆ Use every opportunity to count and match, e.g. knives and forks back into the drawer, one cup to one saucer.
- ◆ Let your child have a little bit of money, e.g. 50p, to spend for him/herself.
- ◆ Let him/her have experience of using pencils, crayons, paints, scissors.
- ◆ Encourage your child to:
 - dress and undress independently;
 - use the toilet and wash hands independently;
 - sit at a table for meals; tidy away his/her things.

Welcome to Tollgate Nursery.

We are delighted to welcome your child into our purpose built Nursery. We look forward to a partnership between parents and Nursery Staff.

Our Nursery is an integral part of Tollgate School and your child will be involved in activities in the main school when appropriate.

We will ensure that your child is welcomed into the warm, safe, stimulating environment of our Nursery. We operate a system of offering afternoon sessions to the youngest children, and morning sessions to the older children. This gives pupils the opportunity to establish friendships that will continue into the Reception class

At Tollgate Nursery we cover all areas of the curriculum through direct teaching, and a combination of structured and child-initiated activities that occur within a well planned learning environment.

The Early Years Foundation Stage document lays down the areas of the curriculum we should cover. These are:

Communication, Language and Literacy
Problem Solving, Reasoning and Numeracy
Knowledge and Understanding of the World
Physical Development
Creative Development
Personal Social and Emotional Development

Starting Nursery

The Nursery Staff will endeavour to make sure that your child has a flying start into the Nursery.

You can prepare your child for the Nursery by talking about all the interesting and exciting activities they will be involved in.

The staff at the Nursery will visit you and your child at home. This is a good opportunity for you to ask questions and for you to tell us about your child.

Your child will also have time to visit the Nursery, either with you or with Preschool.

Some children settle into the Nursery immediately whilst others need more help. The Nursery staff are always willing to discuss your concerns and then work together with you to do what is best for each child.

Collecting Your Child

Session times are 9:00—11:30 in the morning and 12:45—3:15 in the afternoon. If, for any reason, you are going to be late picking up your child we ask you to please contact the School. If we do not receive a message from you, we take your child to the School Office and attempt to contact you. After 30 minutes we will contact Social Services so that they can assume care of the child.

Missing Children

Security in the Nursery is excellent, and we do not expect any children to go missing while in our care. However we do have a procedure established just in case. One staff member will look for the child, whilst the other contacts the School Office for assistance. If the child cannot be found within a reasonable time, we will contact the parent/guardian and the police.

The Aims of Tollgate Nursery are:

- To make your child feel happy and secure in a stimulating and challenging environment.
- To be involved in activities which are exciting, purposeful and relevant.
- To be both physically and mentally active and involved in first hand experiences.
- To have the opportunities to explore the environment, indoor and outdoor.
- To talk and to share their experiences with a variety of listeners.
- To be with sensitive adults who are interested in them.
- To investigate, explore and make mistakes without experiencing a sense of failure.
- To encourage independence and confidence.
- To know that home and school are in harmony and working together for the good of the child

Activities

During a typical week in the Nursery, children will have the opportunity to engage in a variety of activities.

These may include :

Listening to stories

Listening to adults and children

Talking about their families and experiences

Writing

Painting and drawing pictures

Making models

Cooking



Outside play activities

Looking at books

Selecting library books

Playing musical instruments

Playing in the sand and water

Imaginative play

Counting and number games

Learning letter sounds

Using the computer

P.E.



Personal & Social Education

One of the most important things the children learn in the Nursery setting is social behaviour.

They start to learn how to make friends and how to be a member of a group.

They learn how to relate to a new set of adults and learn about the routines and behaviour that is expected.

Speaking & Listening

We value the experiences the children bring from home. We like to listen when children tell us about what they have been doing. We help them to develop their speaking skills.

In so doing we also show the children that we consider all that they do and learn, both at school and at home, to be important.



We provide a broad, balanced Nursery experience for the children.



Health

It is important for the Nursery staff to know of any concerns you have regarding your child's health.

If your child is unable to attend Nursery due to illness, please inform the staff by phone before the session.

We also ask you to keep your child at home until they are fully recovered. If your child is ill at School it is important that we can contact you quickly. Please make sure we have your current phone number, and that the phone is switched on.

Library

Every Monday your child will choose a book to take home for the week. Please return this book every Monday, so that they can choose another. Please also return any letter sounds they have been given.

Art

Your child will be involved in many exciting and sometimes messy activities in the Nursery. Please don't send your child to Nursery in their best clothes. Whilst uniform is not compulsory in the Nursery, a red sweatshirt is helpful as the paint washes out more easily and it develops the uniform habit ready for main school.

PE

- T-shirts, shorts/tracksuit bottoms are best for PE
- Ear-rings must be removed and long hair tied back
- Please dress your child in clothes that are easy to remove

Outdoor Play

The children play outside every day, so a warm, waterproof coat is essential in the winter, along with a hat and gloves.

In the summer please make sure your child is protected by suncream and a hat. Please name all your child's clothing.

**Bikes and Scooters**

Bikes and scooters can be left in the hallway outside the Nursery classroom

For the safety of other path users, please make sure that your child does not ride on the school paths, but walks with their bike or scooter once through the gate .

Snacktime

There is no need for you to send anything for your child to eat or drink in Nursery. Water is available throughout the session and we have a special fruit and milk time each day.

Time Is Precious

Time together is the most valuable thing you can give your child.

Once your child has started Nursery, make time in the day to talk about what they have done.

Children go through a variety of stages of development. Not everything they make or do will look wonderful to your eyes but always praise their efforts and, when possible, display their work at home.

Playing and talking together at home is really helps to build listening skills and develops their ability to concentrate. These are vital skills for school.

Please Don't Worry :-

If you have any worries or concerns, please speak to the Nursery Staff. We will all work together to ensure your child's happiness and education.

Complaints

If you have any concerns please come and speak to a member of staff so that we can resolve them as quickly as possible.

Complaints about a school can be made to OFSTED

by telephoning
08456 40 40 45,

emailing enquiries@ofsted.gov.uk

or writing to:

Ofsted
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA