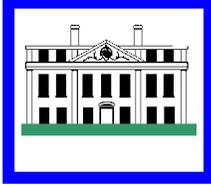
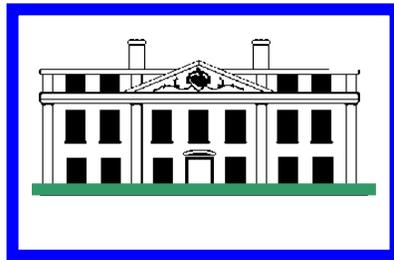


Manor Field



South Norfolk Primary Federation

Manor Field



# Nursery Brochure

September 2016 – July 2017



## WELCOME TO MANOR FIELD NURSERY

MANOR ROAD  
LONG STRATTON  
NORWICH  
NR15 2XR

Telephone/Fax: (01508) 530356  
E-mail: [office@manorfield.norfolk.sch.uk](mailto:office@manorfield.norfolk.sch.uk)  
Headteacher: Mrs A Lightbown MA

A very warm welcome to you and your child. We hope that you all enjoy your experience at Manor Field Infant and Nursery School, please do let us know if there is anything we could introduce or change to better meet your needs. We hope you find this brochure helpful and informative.

Our school website is [www.manorfield.norfolk.sch.uk](http://www.manorfield.norfolk.sch.uk). You will find our latest newsletter, school events, policies and general information not included within this brochure.

### The Nursery Team

Mrs Wendy Gowing	B Ed (Hons)
Mrs Emma Watkins	M.Sc. (Hons) P.G.C.E
Mrs Sharon Barnes	N.N.E.B
Mrs Anna Harvey	NVQ3

The Nursery is situated in a purpose built classroom joined to the Infant School. The children will have access to a fenced purpose built outdoor play area designed to encourage and develop imagination and skills.

The Nursery hours are:

8.45 a.m.	-	11.45 a.m.	-	Morning session
12.15 p.m.	-	3.15 p.m.	-	Afternoon session



### **Our Aims and Values**

We at Manor Field Nursery are fully committed to 'active learning' through play.  
Play . . . . .

- puts children in charge of their own learning
- enables children to make sense of their world
- encourages development of investigative skills
- is a natural process
- enables children to develop their personal qualities and operate at a higher level than may be expected
- enables children to practice recently learned and emerging skills
- enables children to talk or communicate by other means
- helps children develop social skills
- motivates children to learn
- is active and absorbing
- enables children to take risks and make mistakes
- encourages children to make choices and is self motivating
- helps children come to terms with themselves, other people and the world

- offers children the chance to work through worrying experiences
- is fun, we all learn better when we enjoy what we are doing
- helps children release tension and get rid of frustration

Children will be given opportunities to experience a wide variety of situations and activities to help them

- become more independent
- explore and experiment
- watch
- listen
- communicate with both adults and other children
- have opportunity to repeat and practice

We have a wide range of both indoor and outdoor equipment to allow us to give the children experiences in all areas of the curriculum. All the children will be encouraged to share in all activities and these will be tailored to suit individual children's needs.

It is our aim to work as a team with you and your child to gain the best from their Nursery experiences. If you feel a need to contact the staff on any matter, do not hesitate to do so. We are usually available after your child's session or if not an appointment can be made. You will have the opportunity to attend a more formal meeting each term to discuss your child's progress in their Nursery Year. Your child will be allocated a 'key person' who will observe them regularly and plan activities and experiences to meet their learning needs.

## **Preparing for Nursery**

### **Parent, Child and Teacher Meeting**

Once your child has been offered a place at Nursery, an appointment will be arranged for you to meet with Mrs Gowing. This is a time for us to begin to learn about each other. We can meet your child at school, or on his/her own ground if you prefer, and talk about the things that will be available to them at Nursery. We can discuss likes and dislikes, special talents and needs. Hopefully it will be a relaxed time for us to answer any queries you might have and so prepare for a happy transition from home to Nursery.

### **Open Day**

The Nursery Open day will be on Tuesday 5th July 2016. This is an informal drop in session for you and your child.

## What you can do to help at home

- encourage independence in dressing and toileting. We ask that your child is toilet trained and out of nappies.
- share books and talk about experiences and interests
- help your child complete the scrapbook – ‘My Special Book’ provided on the home/school visit
- when you write with your child please could you use lower case letters, not capital letters. Capitals should only be used on the initial letter of names
- When discussing letters and words, please use the letter sound as well as the letter name
- enjoy stories together



## Safeguarding

The safety of children whilst at school is of paramount importance to us and we make all decisions based on the first priority of keeping the children safe. All adults who come into the school are provided with safeguarding induction information and advised who to contact should they have any concerns. If you are concerned in any way or have suggestions as to how we could improve our safeguarding please contact the Head Teacher. A full copy of the safeguarding policy is available on request.

Designated Safeguarding lead is: **Mrs Alex Lightbown**

Deputy Safeguarding Lead is: **Miss Sarah Holmes**

Alternative Designated Safeguarding Officers are: **Mrs Dawn Smith** and **Ms Jackie James**

The Safeguarding Governor is **Mrs Chris Nichols**

## The Early Years Foundation Stage Curriculum

Young children are constantly encountering new experiences and seeking to make sense of what is new to them. In order to build upon what they already know, they learn through a variety of different learning styles. Playing, talking, listening, questioning, observing, experimenting, testing and repeating are all ways in which children are able to consolidate their learning. It is with this in mind that the Foundation Stage Curriculum has been developed. Learning takes place both indoors and outdoors and is often led by the children. Adults in the classroom work with the children on small group activities and then children are able to access the other indoor and outdoor activities. Learning through play, is at the heart of the Early Years Foundation Stage curriculum.

The Early Years Foundation Stage Curriculum is applicable to children from Birth to the end of their Reception Year in school. The seven areas of learning within the Foundation Stage are:

### Prime areas of learning

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

### Specific Areas of learning

- Literacy
- Mathematical Development
- Understanding the World
- Expressive Arts and Design



### **Personal, Social and Emotional Development**

Successful personal, emotional and social development is critical for young children. It affects all aspects of their lives and all areas of their learning. It is all about them having belief in themselves, developing social competence, developing respect for others and a positive disposition to learn.

### **Communication and Language**

Learning in this area includes speaking and listening for a variety of purposes and situations.

## **Physical Development**

Physical development in the Early Years Foundation Stage is about improving the children's skills of co-ordination, control, movement and manipulation. The children feel the benefits of physical exercise. They also gain confidence in what they can do.

## **Literacy**

Children learn the early skills needed to become a reader and writer. They learn to listen to sounds in the environment and then sounds in words.

## **Mathematical Development**

Children's mathematical development comes from being immersed in a rich and interesting environment. They need to become confident and competent in learning and using key Mathematical skills. This aspect of learning involves the children in counting, sorting, matching, looking for patterns and relationships and working with number, shapes, space and measure.

## **Understanding the World**

This area of the curriculum focuses upon the children developing the knowledge, skills and understanding that help them to make sense of their world. It forms a sound foundation for later work in science, design technology, history, geography and information technology. Activities are based on a wide range of first-hand experiences that promote exploration, problem solving and decision making.

## **Expressive Arts and Design**

It is through creative development that children are able to make connections between one area of learning and another. This area of learning includes dance, drama, role-play, art, music and imaginative play.

## **Keeping you informed**

We try to keep you fully informed about what is going on in school. Every Friday, you will receive a school newsletter. You can request to receive this via email. Please ask if you do not receive one.

Activities that the children are involved in, are displayed on the classroom windows so that you know the areas that will be covered over the term.

You will receive a report termly, outlining your child's progress and achievements. Each term, we hold a parents evening too.

When you and your child first come into nursery, It is important to spend time in assisting your child in making his/her first choice of activity, talking about what they could do within each area and helping him/her to vary their routine.

Having talked to your child about the opportunities available during the session, you and your child can record their chosen activities in a wish book.



The children have a balance between teacher directed and self-chosen activities during the session. These activities are planned from core stories as well as child initiated interests.

Each child is allocated a key person who will form a close relationship with that member of staff. This relationship will form an important part of observations and planning.

Observation is a very important part of the teaching and learning experience. Your child will be observed regularly in order to ensure that the curriculum meets their individual needs and opportunities are given for each child to build on their previous learning at a pace appropriate for them.

We have a snack time during the session where the children are given a wide variety of fruit and fruit juices and other healthy snacks. We ask for a contribution of £3.00 per half term to cover the cost of this. This may be paid half-termly or termly but in a named envelope please. Any monies left will be used to provide extra materials for the children's activities such as cooking, gardening etc.

All sessions will close with either a story or songs. We regard tidying away of activities as all part of the learning process and all children will be expected to participate!



## **Absence**

If your child has to be away from school due to illness please let us know by 9am on the first morning by phoning or e-mailing [office@manorfield.norfolk.sch.uk](mailto:office@manorfield.norfolk.sch.uk)

If your child has been sick or has diarrhoea please keep him/her at home for 48 hours after the last incidence. Being unwell at school can be very distressing for a child and is also likely to spread the problem to other children and staff.

Planned absence from school must be authorised by the Head Teacher. She is only able to authorise absence in **exceptional circumstances**.

## **Arrival**

Please make your way to the rear of the school building to the nursery classroom and wait outside for the doors to be opened.

## **Breakfast**

If your child has been offered a morning place the session begins with breakfast. We offer a selection of cereal and toast (one choice each week). Because we provide this within school we ask for a voluntary contribution of £3.00 per child per half term to cover the cost of this provision.

## **Lunch**

If your child has been offered an afternoon place the session begins with a packed lunch. We would be grateful if you could provide a lunch comprising of no more than 3 items and a drink, such as a sandwich, yogurt and fruit.

## **Breakfast Club**

We have an excellent breakfast club which runs from 8am to 8.45am Monday to Friday. Pupils from both Manor Field Infant and Nursery School and St Marys Junior School are welcomed with those at the Junior School being escorted to school at the appropriate time. All children are provided with a range of healthy breakfast choices and there is time for playing. The current cost per session is £3.50 and places can be booked via the school office.

## **Clothing**

Pupils are encouraged to wear clothes that are suitable and appropriate for nursery. They will be involved in many creative activities and these can prove rather messy. We provide aprons, however it would be helpful if you could send a change of clothing (in your child's bag) in case of accidents.

Nursery sweatshirts with the school logo on can be purchased online from Tesco - Order online at [tesco.com/ues](https://www.tesco.com/ues). Select 'Norfolk' from the drop down menu under 'Local Education Authority' then select 'Manor Field Infant & Nursery School' from the list of schools.

Or in person from The Schoolwear Centre, 67 Ber Street, Norwich (telephone no. 01603 622355). Please ensure all clothing is clearly named.

Pupils with hair that is shoulder length or longer are expected to wear it tied back during the school day. Unfortunately, any personal property which children bring into school is not covered by the Schools Insurance Policy.

## **Going Home**

If you wish your child to go home with anyone other than yourself please could you let us know, preferably by writing a note for your class teacher or by telephoning the school office if prior arrangement is not possible. For safety reasons we will not allow your child to leave with anyone who does not have permission to collect them.

## **Parking**

Several children are brought to school by car but the Education Authority have decided that in the interest of safety we must ban cars from the school driveway. There is no parent parking within the school car park at any time.

Because parked cars immediately outside the school gates, where children cross the road, are a serious hazard, we must also ask you to ensure that you leave clear the area which is indicated by zig-zag markings.

Wherever possible we ask that parents consider walking or cycling to school, or choosing to park away from the immediate vicinity of the school and walking the last part of the journey.

## **Year (Academic)**

The school year runs from September to July. For 2016/17 the school year dates are as follows:

Monday 5th Sept – Friday 16<sup>th</sup> December 2016  
(Half Term: 24<sup>th</sup> October – 28<sup>th</sup> October 2016)

Thursday 5<sup>th</sup> January – Friday 31st March 2017  
(Half Term: Monday 13<sup>th</sup> February – Friday 17<sup>th</sup> February 2017)

Tuesday 18th April – Friday 21st July 2017  
(Half Term: Tuesday 30<sup>th</sup> May – Friday 2nd June 2017)

Inset days (when teachers are in school but not pupils) – 1st and 2nd Sept 2016, 3<sup>rd</sup> & 4<sup>th</sup> January 2017

The contents of this brochure were correct as at June 2016