

Glasshoughton Infant Academy

Nursery Information

Everyone deserves the best,



**Glasshoughton
Infant Academy**

Everyone deserves respect.

2020-2021

Glasshoughton Infant Academy

NEWFIELD AVENUE,

CASTLEFORD

WEST YORKSHIRE

WF10 4BH

Telephone: 01977 516343

Website: www.glasshoughtoninfants.com

Local Education Authority: Wakefield Metropolitan District Council

County Hall, Wakefield. WF1 2QL

Telephone: Wakefield 01924 306090

2020 - 2021

Primary Director of Education : Mrs. J Clarke

Headteacher : Mrs. A Walker

The Governing Body meets at 2 monthly intervals

Chair of Governors : Mr P Wagstaff

Number of children on roll September 2020 - 180

Nursery - 65 (40 F.T.E.)

SCHOOL TIMES

Nursery	:	Mornings	8.45am	to	11.45 am
	:	Afternoons	12.25pm	to	3.25 pm
School	:	Mornings	9.00am	to	12.00 noon
	:	Afternoons	1.15pm	to	3.15 pm

Welcome to Glasshoughton Infant Academy Nursery. We believe everybody deserves the best and everyone deserves respect.

Meet the staff:



Mrs J Clarke
Primary Director of Education



Mrs A Walker
Headteacher



Mrs C Ellis
Assistant Headteacher



Mrs S Catterall
Nursery Nurse



Miss C Clayton
Nursery Nurse



Mrs S Crossley
HLTA (Cover)



Ms H Coulthurst
Family Mentor

Nursery Sessions:

Morning Session: 8:45 - 11.45 (3 hours)

Afternoon Session: 12.25 - 3:25 (3 hours)

30 hours available on receipt of eligibility code and sessions arranged individually.

Learning:

Nursery and Reception children are taught using the Early Years Foundation Stage curriculum. The curriculum is split in to seven areas throughout which children develop the basic skills that they will need in everyday life. They will learn by watching, exploring, doing and asking questions. We will provide children with lots of opportunities to explore the curriculum in fun and exciting ways.

We place great importance on your child's Personal, Social and Emotional development as we feel that children need to feel safe, secure and happy to be able to learn.

The seven areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Maths
- Understanding the World
- Physical Development
- Expressive arts and Design

Parent leaflets will be sent home every term to inform you of your child's learning across the seven areas.

Attendance:

At Glasshoughton Infant Academy we believe that all children deserve the best possible start and they can all achieve their full potential. For your children to be the best it is important that they attend nursery for every session that they can. We do understand that children are sometimes poorly and know the only place for them is home. If that is the case then please telephone us as soon as possible to let us know they won't be attending. However if they have a cold and just need a cuddle then we can provide that and take their mind off not feeling their best, so please bring them to nursery. We are a very popular school nursery and have a waiting list for children to join us. We will monitor children's attendance and if we notice patterns of absence then we will ask you to come in for a chat to discuss their place.

We need your help:

Your help is essential...

- ❖ You are the most important people in your child's life. If you show an interest in their education and share their school life they will benefit tremendously.

Ways in which you can help:

- ❖ Just sitting by a table or the sand tray chatting to children is valuable.
- ❖ To develop a love of reading and books sit with a book yourself talking about what you can see and how the pictures help to tell the story. Read to your child with no other distractions e.g. no television on.
- ❖ Talk with them - children learn such a lot from talking to each other and adults.
- ❖ Encourage your child to be independent in all things - getting dressed, putting on their shoes, wiping their noses, hanging their own coats up etc.
- ❖ Encourage them to express their own needs clearly - dummies hinder speech and are not allowed in nursery.
- ❖ Ensure your child can drink confidently from a cup.
- ❖ Encourage your child to walk everywhere - they need to develop their bone structure and stamina.
- ❖ Allow your child to use tools at home to develop their fine motor skills (scissors, can openers, knives, forks, and vegetable peelers).
- ❖ Encourage your child to use maths in everyday situations - comparing sizes, weight, count objects, looking at house number etc.
- ❖ Allow your child to ask questions and find out the answers together if you don't know.
- ❖ **TALK** about everything and anything!

Beginning of a session:

We encourage parents to stay and play for a little while when you bring your child in to nursery for the beginning of a session. This means you can see them settled and engaged in an activity and also gives you the chance to see the kind of activities they like to do at nursery. It is also a good opportunity for you to chat with your child's teacher or other members of staff if you need to. Children self-register by writing their name on their name card and placing it into one of the coloured 'feely' jars. This is to let adults in nursery know how your child is feeling that day.

Some children take longer to settle in to a new environment and staying with them can lengthen the amount of time they are feeling unsure. We will speak to you about how to deal with this if the situation arises. Sometimes a quick exit is better than staying and playing when children are finding it hard to settle.

End of a session:

As we are sure you will understand, the end of a nursery session is usually a busy one and we want it to be as stress-free as possible. Please wait at the nursery door, once we have seen you we will call your child and hand them over to you. If for any reason somebody unknown to the nursery staff is picking your child up please tell us at the start of the session and we may ask for a password so we know that the child is safe to go with the adult. If you would like to speak to a member of staff or, vice versa, we politely ask that you wait until all children have safely exited nursery with their adult.

Learning Environment:

Our learning environment is exciting, engaging and vibrant where children want to learn. We have both indoor and outdoor provision available every day, so please make sure they are dressed for the weather. We will inform you of our topics and learning at the beginning of a term, so if you feel you can help or contribute in any way please come and speak with us.

Some of the provision we pride ourselves on: painting, modelling, writing, computers and interactive whiteboard, home corner, role play, playdough, sand, water, small and large construction, bikes and small world are just a few. The provision areas change so that children are excited to come and see what is out and also encourages them to try new activities.

Children are taught and encouraged to assess risks to themselves and others and to develop their own self-help skills (e.g. use scissors safely, use of climbing equipment, putting their own coat on, speaking for themselves). With care, and your help, we can make sure the children enjoy their nursery experience and grow in confidence and independence which will help in all aspects of their life.

Clothing:

As we have already said, we do have access to outdoors and will be outdoors in most weather - come rain or shine, so please dress your child for the weather! Although we do wear aprons for messy activities, we are sure you will understand that sometimes getting dirty cannot be helped, so clothes that are easily washable are essential. To help with getting to the toilet on time, clothes that are easy on and easy off are vital - elasticated waist and as few buttons as possible! A good strong loop to hang coats up easily is a must too. Please name all clothing, including shoes, to make it easier for finding its owner at the end of a session!

Toilet and accidents:

Although we know that accidents do happen when children are busy and enthusiastic about what they are doing, we do expect children to be toilet trained when they start nursery. If

they do have an accident we will change them and put them in to clean, dry clothes and any soiled clothes will be sent home in a named bag to be washed. Please wash any nursery clothes and return them as soon as possible.

Safeguarding

As the welfare of all children is paramount the school maintains strong links with other agencies and follows the procedures of the Wakefield and District Safeguarding Children Board. The Designated Senior Lead for the school is Mrs Walker. Mrs Wilson, Miss Gordon and Ms Coulthurst are also responsible for Child Protection in the absence of Mrs Walker.

Social Care Direct and other agencies and services will be contacted if the Headteacher has concerns for the safety and wellbeing of any pupil. The (Child Protection) Safeguarding Policy is available for further information and a copy can be obtained from the school office.

The Family Mentor, Ms Coulthurst is available to support families in crisis or who are vulnerable in any way. She is also available to offer advice and make referrals to other services or agencies who may be able to support the family e.g. CAMHS, Safe at Home (Police Support for domestic violence, School Nurse, Children's First Hub).

Other things you need to know:

Information leaflets: Leaflets are sent home every term informing parents and carers of children's learning and any important dates for your diary.

Baking contributions: We ask parents to make a contribution of £1 per week towards the cost of baking, bird food, cooking etc. It is a voluntary contribution, however it does mean that we are able to cook weekly, look after the birds, care for the garden etc and without your contributions we wouldn't be able to do this.

Policies: Nursery has numerous policies along with whole school policies which links to the aims of the school.

Phonics:

As in all nurseries children will be starting to explore sounds, rhymes and rhythm. This is the beginning of children learning to read so it is vital to get it right. We will be listening to lots of different sounds, making different sounds, learning nursery rhymes and learning the sounds that letters make before we start to learn to read and write words. Once we have learnt the first six letter sounds we will be building and reading simple words e.g. sat, pin and tin.

Reading:

We love books and reading and we want our children to love it too. We will have a story every day and gradually encourage children to read stories to us individually and in small groups. To

start with they will read books without any words and as they become confident with their phonics they will have books with words.

Library Books:

Library books are available on the bookshelf for you to change as often as you wish. Inside the lending book you will find a sheet where you can write your child's name, write the name of the book you are borrowing and the date. When you return the book simply write the date. We have a selection of books for you to borrow which we are sure your child will enjoy reading at home with you.

Homework:

We send home a variety of activities to be completed at home. We make the activities fun and interactive where you can work and play with your child, sharing in their learning and progress. Feel free to hand in your child's homework sheet as often as you want. Any activities that have been completed will receive a teacher comment and will be handed back out. Children will receive a phonics book containing the sounds they are learning in nursery. Please hand this back in every Thursday so children's learning can be checked by staff. Children really enjoy completing their activities and are eager to show what they have been doing when they come back to nursery.

Observations:

A lot of learning in nursery and reception is done through play, so to celebrate the progress that children are making, nursery staff will be recording their learning using observations. These observations are recorded on Tapestry, an electronic system that you can access from home. Once your child has started in nursery you will receive an email with a link to follow where you will be asked to make a unique password. There might be a painting or a piece of writing to go alongside the observation or sometimes we will take a photograph to show their learning. All of the observations and photographs are uploaded using Tapestry and will go in to each child's individual Learning Journey, which you can access from home. Parents and carers can also post observations and pictures of children's learning experiences at home which they wish to share with nursery staff.

Good News from Home:

We know that children do not just learn when they are at nursery, they are learning all of the time and at Glasshoughton Infant Academy we want to celebrate all learning. We have Good News From Home that you can complete to celebrate your child's achievements or something special that has happened out of nursery that you would like us to know about. We will share these on our display at the entrance to nursery and then they will put in to your child's Learning Journey.

Snacks and milk

All children are entitled to a daily carton of milk. Children can access their milk throughout the nursery session as well as a drink of water. There is a variety of fruit that children can choose to have, as well as breadsticks or cream crackers.

Introduction in to main school:

Your child will start full time school at the start of the academic year, September, in which they are five. Throughout their time in Nursery, children will develop close links with the rest of school, where they will become familiar with the staff and the building. Before starting school, children will visit the reception classes and join in with group activities. Once children have started in full time school we do pop over to see them to check on their progress and that they are all settled in to their new class.

Contact Details:

Please ensure your contact details are up to date. If for any reason we need to contact you, we don't want to waste time ringing lots of numbers that do not work!

For your information:

- Staff car park: to be used for staff parking only.
- Children's safety is of paramount importance to us. Children should be standing with the parent making the start of the nursery session a calm one.
- Areas strictly forbidden: raised beds, walls, fences, benches, wooden shelter copse (small wooded area), hand rails around school and the trim trail on main school playground.
- School grounds are a No Smoking Area.
- For safeguarding of yourself and others, please **DO NOT** use your mobile phone on the school grounds.
- Dogs are not allowed on school site.
- If your child brings a bag to nursery please **DO NOT** put any medicines or sharp objects in the bag.
- Child Protection, Health and Safety, Medicine, Accident Policies are as for main school and can be found in the Main School Prospectus issued with this brochure.

Thank you,

Mrs C Ellis
Assistant Headteacher