'Enjoy, Achieve, Succeed Together'

Burford School & Nursery

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Nursery
Induction Pack

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Welcome to Burford School Teacher-led Nursery

We aim to provide a happy, secure and welcoming environment to every child, and build a positive partnership between home and nursery. Staff get to know children by observation, interaction and working closely with parents. At Burford School Nursery, we will provide stimulating and challenging opportunities for children to learn through play, discovery and first-hand experience. We aim to ensure that all children have access to a broad and balanced curriculum, irrespective of gender, social origin or any educational need.
Research has demonstrated that a teacher-led environment for Rising 3's offers improved educational outcomes and smooths the transition into Reception.

About Our Nursery

The Nursery follows the Foundation Stage curriculum. It has its own outside play area and has use of the school's facilities (including the halls and playground).
The school employs a fully qualified teacher and support staff to ensure the children attending the nursery are given an excellent start to their education. The curriculum is planned carefully to provide a wide range of exciting play opportunities that are linked to the children's own interests and next steps of learning. Staff work with the children as a whole class, in small groups and on a one-to-one basis. This ensures that activities are tailored to meet the individual child's needs and gives opportunities for each child to be supported and extended where appropriate. Staff also assess the children regularly so that they can quickly identify areas where children need extra help or show particular strengths which can be encouraged.
Our Nursery offers education and care for children in the term after they turn three. The Nursery operates in conjunction with the school during term-time only.

NOTE: A place at our Nursery does not guarantee the offer of a school place; school places are allocated by the local authority, and we have no influence on this process.

Staff Members

Miss Becci Hughes (Nursery Class teacher)
Miss Rachel Battersby (Nursery Assistant)
Miss Emma Hammond (Nursery Assistant)

Key Person

As the Nursery teacher, your child's key person is Miss Hughes, who will make sure that your child's learning and care is tailored to their own individual needs. They will also support parents in guiding their children's learning at home.

Acorns Class



The nursery class is named 'Acorns Class'.

The School Nursery Day

The sessions available are mornings (8:40am-11:40am) and/or afternoons (12:10pm-3:10pm). The nursery will have a maximum of 26 places per session. Children who stay over lunchtime will need to bring a packed lunch and water bottle.

Every child is entitled to 15 hours of free nursery education each week, funded by the local authority. In addition, some parents may be entitled to claim a further 15 hours each week provided they meet criteria specified by the government.

Daily Timetable

Welcome

The children are welcomed into Nursery with their parents where they are able to spend time helping their child to settle before saying goodbye. Staff are available to talk to parents during this time.

Registration and Carpet time

Children will settle on the carpet to talk about what will be happening in their session. Time for children to talk through anything of interest to them. A teacher-led session will take place, concentrating on one of the seven areas of learning.

Physical Development time

After the children are settled, they will be taken up to the playground where they will have access to a range of equipment to support their physical development. This includes bikes, scooters, balls, bats, large building materials and bouncy hoppers. This session is only for the Nursery children, so they have lots of space to move around in a safe environment. They will be supervised by their usual practitioners.

Activities

Children will be able to choose from a wide variety of activities both inside and in the outdoor area. During this time, children will also participate in adult-led activities, usually related to the current topic.

Snack Time

Children will be asked to wash their hands ready for snack. They will sit in groups and choose from a selection of freshly prepared fruit which is provided by the school and either water or milk, which is provided free of charge. We encourage the children to drink water regularly. All children should bring a named drinks bottle containing plain water to which they will have access throughout the day.

Lunch Time

For those children staying for lunch, they will need to bring a packed lunch. Please ensure that your child's lunchbox is clearly labelled on the outside with your child's

name. Please do not include sweets or chocolate (but chocolate-covered items with 'biscuit' or 'cake' on the wrapper are acceptable).
See https://www.nhs.uk/change4life/recipes/healthier-lunchboxes for suggested healthy packed lunch ideas.
As we currently have children and staff in school who are allergic to nuts, we would ask that your child does not bring peanut butter or Nutella sandwiches into school, or nuts for his/her lunch. Enclosed with this pack is a letter explaining this, which we ask you to sign and return.
Please ensure any food which has a high choking risk such as cherry tomatoes, little sausages and grapes are cut lengthways and into quarters or strips. As per government guidance, children age 5 and under should not be given popcorn or marshmallows due to the increased risk of choking.
During their lunch time, the children will be supervised by one of their usual practitioners as well as a midday supervisor.

Afternoon activities
Children will complete a further adult-led activity as well as continuing to access the self-initiated activities on offer, both inside and out. They will also have an additional physical development on the main playground.

Phonics
In our school (from Nursery through to Year 2) we teach children phonics every day, using the systematic and structured phonics programme 'Floppy's Phonics'. Floppy's Phonics is a step-by-step synthetic phonics reading scheme. It introduces the children to the letters and sounds – the alphabetic code – which will become the foundation of their reading and writing.

In our Nursery the children's listening skills are developed through the use of music, environmental sounds and rhyme. When ready, we move the children onto learning phonemes (sounds) that make up all the sounds required for reading and spelling. The programme is fun and has engaging songs to accompany each sound.

Tidy-Up Time
Children are encouraged to help tidy away their equipment. Children will then come together on the carpet for songs, stories, rhymes and to talk about their day.

Home Time
Parents arrive and wait outside until the Nursery door is opened, and their child is called to them.

Foundation Stage Curriculum

We understand how important the first five years are in a child's life, and how children's early experiences and relationships are vital for child development and helping to shape their future.

The Early Years Foundation Stage (EYFS) sets the standards for learning, development and safe care for children aged 0-5 years old. It ensures a broad range of knowledge and skills for future success, and promotes high quality teaching and learning to ensure children are well prepared for their transition to school.

There are seven areas of learning and development outlined in the EYFS that we use to shape our curriculum. The 'prime areas' provide a fundamental base for children's learning and development, and they underpin learning in the four specific areas. All areas of learning are interconnected.

Prime Areas

- Communication and Language (C&L)
- Physical Development (PD)
- Personal, Social and Emotional Development (PSED)

Specific Areas

- Literacy (L)
- Mathematics (M)
- Understanding the World (UtW)
- Expressive Arts and Design (EA&D)

We consider how our children like to learn. We design our curriculum by providing opportunities to promote the characteristics of effective learning.

Characteristics of Effective Learning

- Playing and Exploring
- Active learning
- Creating and Thinking Critically

We adopt a play-based approach to learning, and implement our ambitious curriculum through a mixture of:

- Child-initiated play
- Planned adult-led activities and experiences
- Providing a rich and exciting learning environment
- 'In the moment' planning to embrace children's interests

Learning Journey

At Burford Nursery, we use an online learning journey application called Tapestry. Upon your child starting in Acorns class, you will be asked to sign a consent form and then you will be sent a link via email enabling you to login into their learning journey. The nursery practitioners will upload photographs, videos and observations of the activities and skills that your child is demonstrating. Parents are also encouraged to upload their own photographs or observations of anything exciting or new that your child has impressed you with at home.

Absences

Please inform the school office of any absences by 9am (this can be done by email to office@burfordschool.co.uk or by telephone to 01628 979040.) This early communication is important so that staff can be alerted if communicable diseases are the cause of the absence. Also, the teacher is made aware of the absence and will not worry unduly.

Uniform

We suggest that Nursery children attending Burford School Nursery, wear the school sweater. School sweaters are available from SportCrest, 3 Union Parade, Eden Shopping Centre, High Wycombe or http://www.sportcrest.co.uk/. Should you have any difficulties with this, please contact the school office.

We would also like to draw your attention to our policy regarding footwear. It is important that children wear sensible footwear at nursery. Platform, heeled or open toed shoes are not suitable. Sensible footwear needs to be supportive of the growing foot. We also request that children wear velcro shoes with no shoelaces.

Parents are urged to encourage their children to wear appropriate clothing – particularly hats – which offer protection from the sun during the summer months. Weatherproof clothing is essential to keep out the cold and wet – particularly for those walking to school. In warmer weather, please ensure your child has sun cream applied at the start of the day. If you would like us to reapply sun cream at lunch time, we request that you fill out a form and provide a named bottle of sun cream.

We would also request that your child also has at least one change of clothes, a waterproof pair of trousers or puddle suit and a pair of wellies left in nursery during term time. You may also choose to provide crocs or similar waterproof shoes in the warmer months for the children to enjoy water play.

Records and Reports

Detailed records will be kept by the teacher on each child in Nursery. In the summer term each child receives a written report from the class teacher detailing progress, strengths and areas for development.

Parent/Teacher Liaison

The school holds two Parents' Consultation Evenings a year, in the Autumn and Spring terms, when parents can discuss their child's progress with the Nursery Teacher. During the summer term, the school holds an open evening where parents are welcomed into Nursery and school to look at the work the children have covered through the year. The children are able to show their parents around the school at this time.

Open Door Policy

The school and Nursery have an open-door policy, meaning we welcome you in partnership with the school. The school belongs to you and your child, and we wish you to feel comfortable coming into school.

Should you have any questions about your child's educational experience these should always be directed to the Nursery Class Teacher in the first instance - they do have the best day-to-day working knowledge of your child. If you require any additional information or would like further clarification, then you should next approach the Assistant Head responsible for the EYFS (who keeps abreast of all practice taking place within the classes they manage). On the rare occasions that your query is not resolved, the Headteacher is also available to speak to you individually. Please call in and ask in the office if it is possible to see the Headteacher or make an appointment.

Special Needs

Children's needs are catered for on an individual basis. If a child needs extra help, the teacher will develop an individual learning programme tailored specifically for that child's learning difficulty. Extra support may be given by the County's Special Educational Needs Support Service or the school's trained Teaching Assistants.

Security

The school offers a secure environment for all children and staff. Security gates have been installed at the main entrance to the school and the side gate. Access can only be permitted by a member of the school staff. A lock is fitted to the main doors. All visitors have to sign in and wear a visitor badge.
You will be asked to provide a password for your child which will be used in the event that someone other than the child's parents or carers come to collect your child.

Newsletters

Weekly updates will be added to the memo section on Tapestry sharing some of the things we have been doing in Nursery, along with details of upcoming events and news.

Additionally, a school newsletter is forwarded to all parents fortnightly. These newsletters contain topical information relating to the school and an up-to-date list of school dates. These are also on the website.

Internet Policy

You are kindly requested to sign the School's Internet Policy on your child's behalf. This will cover your child for the time that they attend Burford. This is a legal requirement for any child who uses the Internet whilst at school.

Medication/Accidents

It is important that we have an emergency contact number for each child, so that you can be contacted if the need arises.

If a child becomes ill during the day, you will be contacted immediately. If a child were not in school due to your doctor's recommendation, we would ask that he/she remain at home until fully recovered.

On occasions a child may have to take medication whilst at school (if it needs to be taken four times per day). The medicine should be brought to the school office, and you will be asked to sign a 'disclaimer' form. Medication must not be kept in your child's bag. In most instances, we will not administer medication unless prescribed by a doctor.

There will always be a member of staff present in the Nursery with a paediatric first aid certificate.

Thank-You

We hope your child has an enjoyable and fulfilling time at Burford School Nursery. We look forward to welcoming everyone who is new to the school and including them as part of the Burford family!

With our thanks for your help and support.

