



Welcome to Little Caterpillars Nursery at Norwich Road Academy



“Building our love of learning together”

We would like to take this opportunity to welcome both you and your child to ‘Little Caterpillars Nursery’ at Norwich Road Academy. This booklet is intended to offer some important information concerning your child’s start at Nursery and hopefully should ease any concerns that you may have.

Early Years Foundation Stage (EYFS) Vision Statement

Our aim within the EYFS at Norwich Road Academy is to provide a high standard of child centred education and to promote a love of learning within a safe, supportive and happy learning environment where every person matters. We recognise the importance of providing a creative, stimulating and challenging curriculum in order to encourage and support children's confidence, self esteem and development. We work in close partnership with parents, governors and the wider community and celebrate success in all we do. We are committed to working with the four themes of the Early Years Foundation Stage, which are: **A Unique Child**, **Positive Relationships**, **Enabling Environments** and **Learning and Development**.

Child Protection and Safeguarding

Parents and carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of all its pupils.

In cases where the school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff will follow the guidelines of the Norfolk Safeguarding Children Board.

All employees and people who help in school are required to undergo a fully enhanced DBS check to ensure that they have no convictions for abuse against children. This helps to ensure that your children are safe in school.

Safeguarding is everyone's responsibility



The Nursery Day

Our 15-hour childcare provision runs the following sessions:

Morning: 09.00am – 12.00pm (doors open from 8.45 am)

Afternoon: 12.00pm – 3.00pm (session starts with all children eating lunch)

Our 30-hour childcare provision runs 09.00am – 3.00pm. Children will need a code to access this provision. Please visit www.gov.uk/30-hours-free-childcare to see if you are eligible.

The structure of the day is as follows:

1. Children arrive and self-register by finding their photograph or name. Once all children have arrived, we settle to our 'choosing to learn' time using both the inside and outside areas.
2. Over the course of the week, the children will participate in some 'adult led' activities during this time, as well as an array of other independent play activities which we encourage the children to select for themselves.
3. Children are offered a 'snack' during the morning which consists of milk or water and a piece of fruit.
4. At the end of the session, the children join together for a whole class carpet time. This often involves a story and rhymes.
5. The children gather together their belongings ready to go home.

Depending on availability, there may be the opportunity for children who attend for 15 hours to attend extra sessions at a cost of £15 per session.

The Early Years Foundation Stage Curriculum

During your child's first experience of school, he/she will be following the Foundation Stage curriculum.

There are three prime areas which are the foundations for children's ability to learn and develop healthily:

1. Personal, social and emotional development
2. Communication and language
3. Physical development

There are four areas for learning where these skills will be applied:

1. Literacy
2. Mathematics
3. Expressive Arts and Design
4. Understanding the World

Activities are planned and focused around the children's interests and needs, as well as themes for that term based on topical events.

Your child's Nursery session will consist of a mixture of free play and structured activities. For young children, play is a way they can gain access to the curriculum and begin to gain real pleasure in learning. In a young child's mind, there is no division between play and work. Whatever they are doing, they are learning.

The Nursery is designed in such a way as to enable your child to develop their physical, intellectual, emotional, social and creative abilities. We believe that learning should be fun and that children flourish in a colourful, interactive, friendly and well organised environment.



The Nursery Area

The Nursery is divided into several areas including:

- The role play area
- Block and small world play
- The reading area where children can share a range of fiction and non-fiction books
- The carpet area where children can explore activities such as jigsaws and larger scale play such as train tracks and the garage

We have a wide range of outdoor equipment which is available every day – whatever the weather!

Whilst the Nursery building is separate from the rest of the school, we have some shared time with the Reception classes and have an important role in many events involving the whole school.



Block and small world play



Maths provision



Outside kitchen



Large play equipment

We provide a secure, safe and happy environment where your child can become an independent, sociable, caring and confident individual who is able to respect his/her self and others. At Norwich Road Academy, we help your children on their first learning steps.



Snacks

During snack time, children are offered a selection of nutritious fruit and vegetables provided by the Government's 'School and Vegetable Scheme'. Children also have the choice of water or milk to drink. After washing their hands, children help themselves to a snack and sit down with a small group of friends to enjoy their food and have an informal chat. Children can also bring in their own water bottle if they wish but this must only have water, no other drinks.

Lunchtimes

If your child has lunch at Nursery, we ask that they are provided with a healthy packed lunch to keep them engaged throughout the session and to help them grow healthy and strong.

A packed lunch should contain a healthy balance of food, such as a sandwich, fresh fruit, vegetables or a yoghurt. Our school policy is to ensure that the children always enjoy a healthy option.

Please do not send any sweets, sugary snacks or **foods containing nuts (including peanut butter and Nutella)** as we have children with nut allergies.



Newsletter

Each term, your child will receive a newsletter with information about Nursery events and activities. This will tell you what your child is learning and suggest ways in which you can join in and support this.

Class Dojo



As a school, we use a communication tool called '*Dojo*'. When your child starts in Nursery, you will be given details about how to download and access this app. Once you are connected to our class, you will be able to view the school and class pages keeping you up to date with what is happening. You can also use *Dojo* to send messages to the Nursery staff, plus we award green *Dojos* to the children as a reward for demonstrating good 'behaviours for learning'.

Learning Journey

We believe that, as the most important person in your child's life, your contribution to his/her education is very important and for this reason it is absolutely essential that there is a close link between home and school.

Parents are invited to upload photographs and information of what their child does when they are not at Nursery to help us build an all round picture of the children and plan for their next steps in learning.

We aim to host events during the year where parents are invited to come in to Nursery and share in learning experiences with their children.



Toilet training

Sometimes, children enter Nursery needing to be toilet trained. We are happy to discuss where your child is in this stage of their development and when the time is right, work together to aid their progress.

Toys from Home

Personal toys are usually best left at home as they can easily be lost. Toy guns or weapons are not allowed in school or the nursery.

Medicines

Following advice from the Norfolk Education Authority, the school cannot usually be responsible for holding or administering medicines. In certain urgent cases, parents are welcome to administer medicines personally.

The exception to the rule is medicine maintained for the control of asthma. Children who need to use inhalers may, under the supervision of a member of staff, do so if they have been shown how to use them properly.

We have a number of members of staff fully trained in First Aid procedures, who are able to deal with minor injuries.

If administration of prescribed medicine is required during the school day, parents must complete the appropriate forms and these must be agreed by the Principal.



Uniform

Children are encouraged to wear school uniform to nursery. The recommended uniform consists of:

- White polo shirt
- Red V neck sweatshirt with the Norwich Road Academy logo
- Black trousers or jogging bottoms/black skirt/black pinafore/red summer dress
- Easy fastening comfortable black shoes (no open toed shoes)
- Wellington boots

All clothing should be clearly labelled with your child's name and class.

A small stock of uniform is held in the school office or can be ordered online at:

www.pmgschoolwear.co.uk

Settling-in concerns

The first days at Nursery can be a little unsettling and we are there to make this as easy as possible. Try to stay relaxed yourself; we are aware that leaving your child for the first time can be difficult. Be prepared to be positive and calm.

Always say goodbye to your child and be prepared to say "have a lovely time", which we always do! Please return when you say you will and try not to be late.

Please feel free to talk to us if you have any concerns.

Attendance

It is really important that your child has good attendance in the nursery. This will help when they become school age. For our children to take full advantage of the educational opportunities offered, it is vital that a child is at school, on time, everyday the nursery is open unless the reason for absence is unavoidable.

Please telephone the school office to inform us why your child is not at nursery.

There may be occasions when the Nursery team and parent/carer have agreed an absence for a particular reason.

We hope you have found this information useful. We look forward to seeing your child and you at Nursery. We are here to help so if there is anything at all you would like to discuss further, please do not hesitate to come and talk to us.