

Puffins Nursery

Prospectus

Puffins Nursery at Bishop Henderson Church of England Primary School

Farley Dell, Coleford, Radstock, Somerset, BA3 5PN

Telephone: (01373) 812557

Puffins email: Puffinsnursery@educ.somerset.co.uk

Website: www.bishophenderson.co.uk

Headteacher: Mr Chris Lane

Email: office@bishophenderson.co.uk

Nursery Staff

Nursery Manager/SENCO support: Mrs Teresa Nash

Nursery Practitioner/Forest school Lead: Mrs Wendy Morris

Nursery Practitioner: Mrs Lauren Beck

Reception Class Staff

Reception Class Teacher: Mrs. Amber Lane

Learning Support Assistant:

SENCO:

Mr Chris Lane: sen@bishophendersonschool.co.uk

NURSERY SESSION TIMES:

8:30am - 11:45am Morning session

8:45am - 12:45am Morning session with lunch

11.45am - 3.15pm Afternoon session with lunch

8:30am - 3:15pm All day with lunch

SESSION COSTS -

Two-year-olds - £6.00 per hour

Three- & Four-year-olds - £6.50 per hour

Lunch - £2.70 (cooked onsite)

GOVERNMENT FUNDED PLACES

Two-year-old funding

You may be entitled to 15 hours Early Learning for 2 Year Olds Entitlement or 30 hours Working Parents Entitlement funding, dependant on your circumstances. Please visit: <https://www.childcarechoices.gov.uk> to find out if you are eligible.

If your child is entitled to Early Learning for 2 Year Olds or Working Parents Entitlement funding, please provide the Nursery with the relevant funding code **before** they begin and complete a 15 or 30 hour funding code consent form for the Nursery to run a check on the Somerset Early Years portal.

There are three funding periods throughout the year:-

Autumn Term - 1st September to 31st December

Spring Term - 1st January to 31st March

Summer Term - 1st April to 31st August

Please be aware that funding begins the funding period after their second birthday (if you need further clarification for this contact the Nursery Manager).

Three-Four-Year-Old Universal Funding

Every Three-Four-Year-Old in England is entitled to 15 hours Universal Funding.

There are three funding periods throughout the year:-

Autumn Term - 1st September to 31st December

Spring Term - 1st January to 31st March

Summer Term - 1st April to 31st August

Please be aware that the funding begins during the funding period after the child's third birthday (if you need further clarification for this contact the Nursery Manager).

Three-Four-Year-Old Working Parents Entitlement

Some children are entitled to a further 15 hours free childcare if their parents are working. Please visit: <https://www.childcarechoices.gov.uk> to find out if you are eligible.

Parents can request the sessions as mornings, afternoons, or full days, subject to availability. Once the places are allocated, parents are notified in writing.

A copy of the child's Birth Certificate **must** also be provided **before** they are able to begin nursery and a funding code form completed and returned if applicable.

PUFFINS ETHOS

We believe every child is unique and deserves the best start in life. At Puffin's Nursery we understand the importance of providing the best early years care and educational development. We aim to enrich your child's development following the EYFS statutory guidance and Development Matters non-statutory guidance. With each child's personal plan, we deliver activities that stimulate and inspire their personal and social development; encourage their communication and language and challenge their fine and gross motor skills. We promote learning through play and aim to create a happy and safe environment where children develop independence, curiosity, co-operation, confidence and most importantly have fun.

KEY FAMILY/KEY PERSON

Your child will be allocated a key person. This key person will help you and your child with the settling in process and to then build relationships with other staff.

All nursery staff will be working with and observing your child in order to capture your child's voice and interests through their observations. We encourage parents to share information from home on Tapestry, our online learning journal tool. Through this approach we can provide resources and activities based on children's interests to inspire and engage their development in a fun, inspirational learning environment.

STAFFING

The Nursery is staffed by experienced full time qualified Early Years Practitioners who hold relevant qualifications in Early Years.

The Nursery staff regularly attend courses to update their skills and knowledge of any national or local changes in Early Years practice.

The Nursery works with Somerset Skills and Learning to provide placements for L2 and L3 apprentices.

PUFFIN'S NURSERY ROUTINE (flexible to the needs of the children)

8.30am	Open gates - welcome/settle children/free play
8.45am	Close gate - register/ring lunches/free play
8.55am	Shake tambourine - for 5 minutes until circle time
9.00am	CIRCLE TIME - Hello song/phonics/number/Wake & Shake
9.20am	Free play (inside)/adult lead activities
9.50am	Toileting/prepare snack
9.55am	Wash hands for snack
10.00am	SNACK TIME
10.20am	Tidy up/nappies
10.30am	Coats and outdoor wear on
10.40am	Outside play
11.20am	Shake tambourine - for 5 minutes until tidy up time
11.25am	Tidy up time outside
11.35am	Line up, go inside and prepare children for going home - Story and/or song time with other children whilst one staff prepares tables for lunch
11.45am	OPEN GATE - first home time
11.55am	Wash hands for lunch
12.00pm	LUNCH TIME
12.30pm	Clear away lunch/toileting/free play
12.40pm	Prepare children for going home
12.45pm	OPEN GATE - second home time
12.55pm	Coats and outdoor wear on
1.00pm	Outside play
1.30pm	Adult lead small group time
2.00pm	Prepare snack/wash hands for snack time
2.05pm	SNACK TIME
2.15pm	Nappies/toileting
2.20pm	Tidy up time (inside)
2.30pm	Coats and outdoor wear on
2.35pm	Outside play
2.50pm	Tidy away outside
3.00pm	Line up, go inside, sit on carpet for going home songs
3.15pm	OPEN GATE - last home time

** Throughout our curriculum we offer many opportunities for our children to take part in religious festivities/celebrations. If you do not wish your child to take part in these activities, please inform a member of staff.*

CLOTHING

During the Nursery Day there will be many opportunities to develop and practise skills some of these will involve pouring, mixing, digging, and experimenting with clay, sand, water, paint and glue. You can help by sending children in clothes that you do not mind getting messy so that your child can really concentrate on the learning process without worrying about getting dirty.

Puffins do have uniform that is available from the school uniform shop in Wells.

[Contact - https://www.swschoolwear.co.uk](https://www.swschoolwear.co.uk)

This is not compulsory, but some children do enjoy wearing it.

Please **name** all items of clothing.

Your child will need the following items -

- Sunblock and sun hats (in hot weather)
- Gloves/warm hats/warm coats (in colder weather)
- Waterproof suit or trousers and jacket
- Wellie boots
- Bag - nappies (if required)/wipes/nappy sacks/cream/
at least 3 changes of clothes including socks and underwear. Please avoid clothes that are difficult for children to pull up and down themselves, or new clothes that you would not want to get dirty or stained
- Spare named bag for wet clothes
- Water bottle
- Shoes with Velcro (not laces) to teach independence putting on and taking off own shoes

PARENTAL INVOLVEMENT

We recognise the importance of forming good relationships with parents and carers. We encourage parents/carers to share experiences and information with the setting. Participating in social events and supporting the school's Parents Teachers Association (PTA).

Please remember that if you ever have any questions, comments, concerns, or important information about your child, we will always make time to talk to you, we have an open door policy and you are welcome any time.

Education begins at birth, and you are your child's first and most important teacher. Your expert knowledge of your child and your continuing support will be greatly valued by us. A partnership between you and the nursery is essential and will help to ensure that your child's educational experiences are happy and successful.

AIMS

We aim:

- To provide a safe, caring and stimulating environment in which your child feels happy, secure, and motivated to learn.
- To provide a high-quality curriculum that encourages your child's all-round development ~ physical, intellectual, creative, social, spiritual, moral, and emotional.
- To enable your child to develop a positive attitude to learning, self-confidence, independence, self-respect, and respect for others.
- To acknowledge every child as a unique individual, building on their strengths and achievements to increase self-esteem.
- To involve parents as partners in the education of their children.
- To work closely with the school and wider community, fostering links with local schools, playgroups, and other Early Years providers.

EARLY YEARS FOUNDATION STAGE - STATUTORY GUIDANCE

The learning experiences offered at Puffin's Nursery are based upon the EYFS seven areas of learning. All children are given equal access and opportunities to develop their knowledge and understanding in:

THE PRIME AREAS:

- **Personal, social & emotional development** - We encourage the children to develop the skills they need to work and play successfully together. Learning to co-operate, share, take turns and make friends is a vital part of every child's development. We believe that self-esteem and confidence are essential in developing self-respect and respect for others. Children are encouraged to express their

feelings, listen to others and, with guidance and support, to resolve problems.

- **Communication and language** - This involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations. Children listen to stories, and they are encouraged to anticipate key events and respond to what they hear with relevant comments, questions, or actions.
- **Physical development** - It is important for children to develop confidence and control over their movement and co-ordination in working alongside and around others. There are opportunities for the children to use a range of small and large equipment. Activities include using pencils, crayons, scissors, construction toys and modelling materials. Outdoor play provides opportunities for running, jumping, climbing, balancing, pedalling, throwing, and catching.

THE SPECIFIC AREAS:

- **Literacy** - Children participate in role play (e.g. home corner, baby clinic, café, shop); sharing and enjoying books. The children's own writing, (which may include pictures, symbols, numbers, and letters) conveys meaning and is encouraged and valued. Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials to ignite their interest.
- **Mathematics** - We give children the opportunity to develop confidence in using mathematical concepts and to use mathematical language to describe shape, position, size, and quantity. Activities include solving problems; sorting (find all the green bricks or all the small bears); matching one-to-one (one plate, knife, and fork for each person); comparing; ordering; sequencing; counting; making patterns; doing puzzles and games with numbers, sizes and shapes and joining in with number songs and rhymes.
- **Understanding the world** - Children need to consider where they live, past and present events in their own lives, how things work and how things change. They need to explore materials, make choices, solve problems, and have time to take control of their own learning. Activities relating to these ideas include observing and exploring the world around us, finding out about the environment, seasonal change

and living things; investigating materials (e.g. sand, water, clay); asking questions (e.g. "Why did that happen?" "How does that work?"); food technology (e.g. making snacks, soup, biscuits) and information and communication technology.

- **Expressive art and design** - Children are given the chance to develop an understanding of shape, colour, texture, and form. There are opportunities for children to use their imagination and to participate in making art, music, and drama. These activities include painting using a variety of tools and techniques (e.g. thick and thin brushes, rollers, hands, fingers, feet, string, toy car wheels, toothbrushes), drawing, gluing, and using modelling clay.

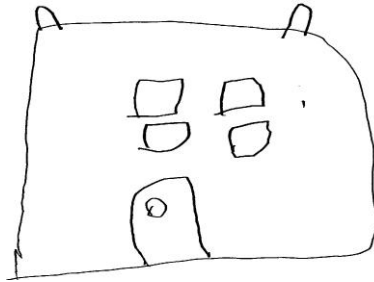
TAPESTRY APP

Tapestry is a childhood education platform that we use to help us communicate with parents and support children's learning and development.

Every child's primary carer will be sent an activation link to Tapestry when their child starts at Puffins. This allows parents to connect with their child's teachers. All nursery staff will update Tapestry regularly, to share children's learning and development.

BISHOP HENDERSON SCHOOL

Bishop Henderson Primary School is attended by children aged between two years and eleven years. We are very much a community-based school and see the Nursery as an integral part of that community.



There are currently four classes in the school plus the nursery. All teaching and support staff, parents and governors work together to create a happy, secure, and stimulating learning environment in which all members of the school community can grow in confidence and self-esteem. Teachers have high expectations and aim to provide a broad and balanced curriculum to enable all children to reach their full potential.

SCHOOL POLICIES

Whole school policies include Health and Safety, Equal Opportunities, Behaviour, Special Educational Needs and a complaints procedure. These policies are available to view on the school website. If you would like paper copies or would like information about their implementation in the Nursery class, please ask the Nursery Manager or Headteacher. We will be happy to talk to you about any of these important issues.

EQUAL OPPORTUNITIES

All the children are valued as individuals. We aim to build on each child's experience, skills, and interests, and to meet their needs.

Staff carefully consider gender, ethnicity, religious belief, and special needs when planning the curriculum, resources, and provision to ensure that each child has access to the full curriculum and to all activities on offer in the Nursery.

HEALTH AND SAFETY

We are unable to cater for sick children. The best place if your child is unwell is at home. Stomach bugs are particularly contagious. Please keep your child at home for at least 48 hours after their last bout of sickness or diarrhoea or if they have a temperature. If your child requires Calpol they are probably too unwell to attend nursery; often Calpol masks illnesses that can be transmitted to other children and the nursery staff.

We record any pre-existing injuries on arrival, and minor injuries that have occurred on site on a pre-existing injuries/accident form, which are kept on record. Parents are informed at the end of the session of any injuries and asked to sign the accident form. Please ensure that we always have at least 3 emergency contact numbers in case we need to contact you during a session. We will also need to know if your child develops an allergy or other medical condition.

Toys and equipment are checked regularly by Nursery staff to ensure that they are clean and safe.

SPECIAL EDUCATIONAL NEEDS

The Admission Panel is able to offer places to children who need additional support or have particular needs or disabilities.

We follow the 2001 Code of Practice for the identification and assessment of Special Educational Needs. We seek information, advice, support and intervention at the appropriate stages in order to best meet each child's needs.

We liaise closely with parents, staff and other professional agencies to ensure that each child follows an appropriate learning programme.

BEHAVIOUR MANAGEMENT

Our aim is to help the children to develop a sense of responsibility and fairness, and an awareness of the needs and feelings of others. The adults promote a calm and positive atmosphere, model expected behaviour, and use praise to reward and motivate the children. Nursery staff are always happy to discuss the Code of Conduct and explain the strategies used to manage behaviour.

Thank you for taking time to look through our prospectus.

If you would like further information, please contact the Nursery Manager to arrange a telephone call or visit to the setting.