



BROOK INFANT SCHOOL
AND NURSERY

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JUNE 2020

Nursery Parent Handbook 2020 - 2021



PREPARED BY

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OUR BROOK VISION



- We create a sense of belonging within a fair and trusting community.
- We provide a safe, secure, creative and inspiring learning environment that encourages a sense of wonder, adventure and achievement.
- We nurture life-long friendships and a passion for learning.
- We respect each others rights in order to develop responsible global citizens.
- We promote individuality, excellence and enjoyment enabling everyone to fulfil their potential.

‘Learning with Love and Laughter’

At Brook Infant School and Nursery we:

- respect everyone’s unique talents.
- work together as a team.
- believe in our dreams.
- show each other we care.
- stand up for what we believe in.
- aspire to do the right thing.
- stimulate creative thinking.
- give everyone a voice.
- encourage everyone to think for themselves.

ADULTS WORKING WITH YOUR CHILD



Mrs Bagley
Nursery Manager



Mrs Bonner
Nursery Deputy Manager
and Inclusion



Mrs Whalley
Nursery Deputy Manager and
Admission Adminsitrator



Mrs Veeramootoo
Nursery Keyworker



Mrs Goodfellow
Nursery Keyworker



Mrs Bailey
Nursery Keyworker



Mrs Cox
Headteacher and DSL



Mrs Sexton
Inclusion Manager and DSL



Mrs Hibbard
Lunchtime Assistant

Please Note ... DSL is Designated Safeguarding Lead

STARTING NURSERY AT BROOK INFANTS

We hope that this booklet provides you with helpful information about your child starting at our nursery. You can also log onto our website for more information and regular up-dates at www.brookinfant.school.

Available Sessions and Funding

From the term after their 3rd birthday, every child is entitled to 15 hours free nursery sessions (and some working families may be eligible to an additional 15 hours). We provide the following sessions:

- 08:30 – 11:30 (3 hours)
- 12:00 – 15:00 (3 hours)
- 09:00 – 15:00 (6 hours)
- 08:30 – 15:00 (6.5 hours)

Parents can choose how to use their funded hours. Depending on availability, children can attend extra sessions above the free nursery entitlement which would be chargeable. 30 hours Free Nursery Education - Some working parents may be entitled to an additional 15 hours (30 in total) per week. This government scheme was introduced in September 2017 and was seen as a credit for working parents. The criteria for the additional 15 hours is as follows:

- Both parents are working (or the sole parent is working in a lone parent family) AND;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW) and earn less than £100,000 per year.

Please note this includes employed and self employed parents as well as parents on zero hour contracts who meet the criteria. Parents who are on maternity, paternity or adoption leave or those who can't work because they are disabled or have caring responsibilities, could also be eligible.

Parents who think they may be eligible for the additional 15 hours should visit www.childcarechoices.gov.uk. When parents have been granted the additional 15 hours, they will be given a code which must be written on to their Free Entitlement Declaration form - this code is then used to request funding. Parents will then need to reapply for this funding every term to guarantee their funding for the following term. This is so that the Government can check that parents are still eligible. Parents will be contacted termly by the Government and asked to update their details. Unfortunately if details are not updated, the funding is withdrawn and additional hours are chargeable. Please note it is parents responsibility to update their status with the Government termly.

Any sessions attended by your child over the government funded hours will be chargeable at £6 per hour for a three-year-old and £8.50 per hour for a two-year-old, due to the extra adults needed to meet the ratios.

You can also visit the West Sussex County Council for information about free entitlement eligibility: <https://www.westsussex.gov.uk/education-children-and-families/early-childhood-education/free-childcare-for-3-and-4-year-olds/>

Please contact Jo Sutton if you have any questions or queries via sbm@brookinfant.school.



STARTING NURSERY AT BROOK INFANTS

Starting Nursery

We ask that you make a 'This is Me' scrapbook with your child over the summer holidays.

In September, you will have a visit from your child's keyworker at home. This is a great opportunity for your child to meet their keyworker in a familiar environment and for you to discuss any concerns you may have. This visit only lasts for about 20 minutes.

We then follow this with your child attending a 'Stay and Play' session along with a parent or carer. These sessions help the children to become familiar with our setting and staff.

Children Starting Mid Year

For those children who start nursery during the academic year, we invite your child to come and have a look around and meet the nursery staff and the other children.

For children who have English as an additional language, parents are asked to complete a profile to help us understand the child's needs in relation to learning English.

Our Key Workers

Your child will have one of our nursery staff as their key worker. The key worker is responsible for getting to know you and your child and will take an extra special interest in all they do. The whole team work together to plan exciting activities to meet every child's interests and needs and work with your child during small group sessions. Observations and achievements are recorded in note and media form and uploaded into their online learning journal. When you attend our open afternoons or parents evenings, you can chat with your child's key worker.

However, your child will work with all staff in the setting who will care for your child, meet their needs and contribute to their learning journal.



THE START OF THE NURSERY DAY

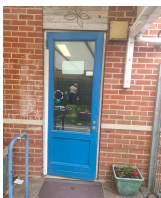
All children enter the school grounds via the main entrance gate. Nursery children walk through the front playground and wait outside the nursery internal gate.

We ask that your child does not play on the large apparatus outside. If they have an accident they are not covered by the school's insurance. You are responsible for your own child on the school premises before school starts and after it ends.

We have a flexible start to the school day. Doors open at 08:30 and nursery children arrive at their booked time. We greet children at the internal front gates to the nursery covered outside area. Once they have said goodbye to their parent or carer, your child walks around the back of the building with a member of the nursery team and then enters via the back door. Once in the cloakroom, they hang up their coat and belongings and then finds their name, which they pop on a coloured peg to self register. Your child will be marked as present on the register as they arrive.

If for any reason your child is late, please let the nursery know you are running late and then if the gates are closed, make yourself known at the external nursery gate.

Nursery Left
Side Door



Nursery Right
Side Door

THE END OF THE NURSERY DAY

At the end of the day children go home at either 11:30 or 15:00 from both the left side and right side door at the front of the nursery. Children will not be released until the appropriate adult has been seen by the teacher.

Nursery parents are asked to wait in the nursery outside area at the front of the building.

If your child is going home with a different adult please make sure that the nursery staff have been informed. Nursery staff have a book in which any alternative arrangements for collection will be noted. It is really important that you let us know who is picking your child up. If we do not have a note of it in the nursery book and another adult turns up to collect your child, we will ask them to wait whilst we ring you. We cannot let them take your child unless we have your permission, even if they say they have been given it by you.

If you are going to be late or there is a change in who is picking your child up, please can you try and let the nursery know by 14:30 that day. We will set up a password to use on the occasions when you are unable to collect and an unfamiliar adult is collecting your child.

KEY POINTS DURING THE NURSERY DAY



Structure of the Day

The children are able to free flow between the inside and outside areas during the morning and afternoon sessions and will then join together at the end of each session for singing or story time. Guided group activities can be accessed during the day and we encourage the children to make their own choices regarding their play.

Snack Time

The children are able to have a drink of milk or water with a snack of fruit or vegetables or plain breadsticks or rice cakes during the day. We have a snack time in the morning and another in the afternoon.

Please provide your child with a named water bottle that will need to be taken home, washed and refilled everyday.

Forms are available for ordering milk for your child to have a school. There is no charge for milk until your child is 5.

Children are asked to bring in two named snack pots containing fruit, vegetable, rice cakes or breadsticks only. Water and milk is readily available whenever the children would like it.

Daily Routine

We have a routine for each session and for those children staying all day:

Children self register, put their individual snack into the correct coloured tray and then go and play in the main part of the nursery.

At 09:10 the whole class come together for registration and a chat about the morning. We then all share a snack and drink together before we start our 'Discover and Do' session, where the outside area is opened up and children are able to 'free flow' across all the different areas in the nursery, self-initiating their own play.

At around 10:30 the children split into smaller groups to work on a short activity with a member of staff. Sometimes we also take part in a whole class activity, such as music and movement in the hall.

Towards the end of the morning, the children help tidy up and then come together for the end of the session. We use this time to reflect on the morning, sing songs or have a story. The children who go home at 11:30 then get all their belongings and wait in the big room to be collected.

For those children staying all day, they then wash their hands and sit down in the main room for lunch. When they have finished their lunch they have a little bit of quiet time. They are then joined by the new children attending our afternoon session at 12:00.

The afternoon session reflects the morning routine with registration, small group time, free flow and whole class time at the end of the day.



Lunchtime

Children eat their lunch in the nursery. Please ensure that your child brings in a named lunchbox and water bottle.

Please ensure that you let us know of any food allergies or foods that they cannot eat. There is a space on the enrolment form for you to do this. Please also refer to the allergies section of our A to Z Booklet.

We are a healthy school so we like to make sure that the children's meals are well balanced. Please provide a packed lunch that does not contain fizzy drinks, sweets or chocolate (chocolate coated biscuits are allowed). We also ask you to make sure that there are no nuts in any of your child's food, so no peanut butter, etc. We also have children with seed allergies and ask that children do not bring in any products with seeds in such as seeded bread or hummus.

Any food your child doesn't eat is put back in the lunchbox for you to keep an eye on. Please don't overload your child's lunchbox.

Grapes can be a choking hazard for young children so just to be on the safe side, please can we ask that if you give your children grapes that you cut them in half. Thank you.

Our Midday Meal Supervisor

The nursery keyworkers take their lunch at different times, but to ensure we always contain the correct ratios Mrs Hibbard joins the team at this time everyday.



We Respect Everyone's Rights

We teach the children that they have both Rights and Responsibilities. We have a School Charter which applies to everyone within our school community.

The 'Sparkly Rights' and Responsibilities are listed below and are displayed in all classes and around the school.

Our Sparkly Rights

- I have the right to be safe and healthy.
- I have the right to have a voice and be heard.
- I have a right to be different and be me.
- I have a right to play and have fun.
- I have a right to learn.
- I have a right to be a part of this world.

We have a very positive approach to behaviour and we always treat the children with respect and kindness. If any issues with the children making the wrong choices we talk to them about it and sometimes suggest they have a short 'thinking time'.

In Conclusion ...

We hope that this booklet gives you an insight into life at Brook Infant School and Nursery. If you have any questions, please do not hesitate to get in contact either by telephoning the main office on **01293 880533** or by emailing **brooknursery@brookinfant.school**.

