



**Oasis Academy Temple
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AIMS OF THE NURSERY

At Oasis Academy Temple Nursery we aim to:

- Provide a happy and secure environment where everyone feels valued unconditionally
- Promote the development of children's own identity and personal worth leading to self-awareness and self-confidence
- Encourage all children to respect the rights of others and to develop their own self-esteem and sense of responsibility in caring for one another and for the environment around them.
- Develop positive relationships with adults and peers
- Give children the opportunity to develop their own ideas and beliefs and to encourage respect for other peoples' beliefs and ideas
- Lay the foundations of the child's future education through a rich, stimulating and structured environment.

The children will have opportunities to:

- Express themselves through exploration with art, tactile resources and music
- Talk, listen, communicate and converse, building their language skills
- Have access to a wide range of literature through shared reading of Nursery books. This is the appreciative use of books
- Develop fine and gross motor skills to support the later development of early writing and pencil skills
- Experiment with number, early mathematics and reasoning skills through games, activities and role play
- Learn and play outdoors in a secure environment

ADMISSIONS & INDUCTION

Admissions Policy

You may register your child with the school office when you have made a decision regarding your child's nursery and pre-school needs. Their name will then be put on the waiting list and you will be notified when a place is available. Admission into the Nursery takes place in September.

Admission Criteria

Children will be admitted from the waiting list in order of priority:

- 'Looked after' and previously 'Looked after' children.
- Children who live in the school catchment and who will have siblings in school when they start Reception
- Children who live in the school catchment

Once we have offered a place for your child and you have confirmed, you will then be invited to a number of stay-and-play sessions in the summer term where you and your child can meet us and join in the activities in the Nursery. We have found these stay-and-play sessions invaluable in helping children become familiar with the nursery setting, and staff, and in providing time for parents and staff to meet and share information.

You will be given an admissions pack that contains forms for you to fill in regarding your child, such as, your child's likes, dislikes, medical needs etc. Depending on the information contained in this, we may then arrange to meet with you to discuss this further to ensure that we have all the appropriate information necessary to support your child when they start nursery.

Induction policy

In order to ease transition from home to Nursery we have a well-established and successful induction procedure during the first week of the term.

This takes the form of a phased intake over a period of a few weeks adapted to suit your child's individual needs, but also takes into consideration the routine and the needs of the other children in Nursery.

In your child's first week they will be invited to stay for either: one morning OR afternoon session, (your child will not stay for lunch during this week.) During these sessions you are more than welcome to support your child by staying with them if necessary. If your child is happy to be left in Nursery then we ask that you do so that they can become independent.

In your child's second week of Nursery they will stay for their morning/afternoon session and will also stay for lunch. You can choose to either provide a packed lunch for your child or have a school meal. If your child is happily attending Nursery during this week then they will attend for a full day in their third week.

We build this number of sessions up until your child is happily attending Nursery for their full hours. However, the length and number of sessions can be adjusted depending on how well your child is settling into Nursery life. We try to accommodate each child's needs.

NURSERY STRUCTURE

Staffing

The Nursery is overseen by Mrs Callaghan, EYFS Lead. On a day-to-day basis, the Nursery is managed by Mrs Aguilera. The Nursery is split into two classes which each have two smaller key groups. Every child in Nursery is attached to a key worker to support them on their journey.

Communication

Members of staff are always available for a quick word in the morning or at home time, but if you need a more in-depth discussion, we will arrange to see you as soon as possible at a mutually convenient time.

Each child will have a peg and a tray with their picture on. Your child's coat and bag with a change of clothes will go on their peg. Their school bag will go in their tray or a large box on their class carpet. Any letters or forms will be handed to you or your child at the end of the school day. If you have any forms to return, then you can either hand them to a member of staff in the morning or put them in your child's school bag.

Child safety

For the safety of your child, Nursery staff need to know who will collect your child. We must be informed if you arrange for someone else to collect him/her. If unforeseen circumstances arise during the day, please telephone us yourself 0161 205 1932. Telephone calls from relatives or friends that we do not know will be treated with caution and, unless we are satisfied, we will not release your child until we have spoken to you personally.

Dropping off and picking up

Please use the two Nursery doors to drop off and pick up your child.

Nursery starts at 8.50 am
Doors close and registration at 9.00am
Nursery finishes at 3.10pm

A typical nursery session

Please allow your child to take off their own coat and put their belongings away to promote their independence. Children then go to their classroom to self register and read a book.

At about 9.00am the children might spend a few minutes with their key worker, listening to a story, singing songs or exploring new resources or games.

Following this very short circle time, the children are encouraged to move independently around the Nursery and outdoor area, exploring and participating as they wish. During this time the adults are available to guide, support and interact with the children, developing their learning.

All children are encouraged to help the adults to tidy up as this starts to promote a sense of responsibility.

The children have access to fruit, milk and water during the day. Each child is provided with their own named water bottle that is filled with fresh water when needed. We ask that you leave any other water bottles at home unless they are in your child's packed lunch.

At lunch time the children are taken into the dining hall by their class lunch time organiser and the nursery staff. Once they have finished their lunch they are taken outside to play, except in very wet weather or unsafe conditions.

The afternoon session is the same as the morning, with the children ending the day in their classroom listening to a story. Later on in the year we will introduce phonics phase 1, Maths and English sessions. At home time when we dismiss the children, they will remain sitting on the carpet and we will call their name once we have seen you or the adult that is picking your child up. There can be up to 33 children to dismiss from one door so please be patient, especially at the beginning of the school year whilst we are still getting to know families.

Independent learning

The Nursery is arranged into a number of different areas. We have two role play areas, a play dough table, a construction area, a creative area and a story corner. Our outside area includes space for bikes, a sand tray and water tray and lots of pots for planting and digging in our beautiful nature area.

We encourage the children to develop their self-confidence and to be able to make choices about their activities. Clearly labelled equipment which is easily accessible means that the children can begin to choose the resources they want without adult help.

Planning for children's interests

We provide a teacher-led Nursery with highly qualified, experienced and enthusiastic staff. The planning of activities is flexible and, as far as possible, reflects the abilities and interests of the children. We encourage independent learning and playing within a carefully structured environment and ensure that each child has the opportunity to build a strong relationships with staff members.

Our planning picks up on interests or patterns of play we have noticed in the children. At the beginning of each half term, we introduce some initial ideas from a topic but then modify our planning each week depending on how the children respond.

Assessment

Staff assess and record through observation on a daily basis. Each child has a personal profile in the Tapestry app. You will be given access to your child's account in September which you need to create a password for. We encourage you to comment on observations and even add your own. Staff will be more than happy to take you through this process. By analysing and reviewing what we know about each child's development and learning, we can make informed decisions about each child's progress and plan the immediate next steps to meet their development and learning needs.

Special educational needs

All children are continually observed and assessed and, if any concerns arise, they will be shared with parents in a sensitive manner. We work within the SEN Code of Practice and Local Education Authority guidelines. The Nursery staff have close links with Health Visitors and other professionals working within the Local Authority Learning and Behavioural Support Service. Please advise us if your child has contact with any health professionals.

Behaviour policy

We encourage the children to share, take turns, make friends and respect each other and the environment. They are actively encouraged to say "please" and "thank you" and, more importantly, to show that they are sorry if they hurt anyone. We discourage physical aggression and will not allow the making or use of weapons. If a child displays difficult behaviour, we reason and explain. We also talk to the parents straight away and not just if the behaviour persists. We welcome any information from parents that enables us to understand a change in behaviour, and we ask that you share any concerns that you may have about your child, should they arise.

By positively promoting good behaviour, valuing co-operation and demonstrating a caring attitude, we hope to ensure that children will develop as responsible members of society.

HEALTH & WELL-BEING

Illness

It is very important that parents do not send children who are unwell into Nursery. We have no facilities for sick children so, if your child has been sick or had diarrhoea prior to coming to school please keep him/her at home. School policy states that children must remain at home for **48 hours after the last bout of sickness or diarrhoea.**

Reasons to keep your child off from school do not include: coughs or colds, minor bumps or injuries from the previous day or headaches etc.

If a child is taken ill during the day, we do our best to contact parents. Please ensure that your emergency contact details are kept up to date as delay can cause unnecessary distress to your child.

If you give your child Calpol or any other pain relief medicine before they come to nursery it is vital that you tell us so we can record the dosage and timing.

If your child develops a high temperature while they are at nursery, we will contact you straight away to come and collect your child.

Medical information

Parents are urged to inform the Nursery staff of any relevant medical or other history that could affect your child's progress at school. Any such information will be treated in the strictest confidence by all staff concerned.

Injuries are recorded in the Accident Book. In the case of serious accidents, we will call an ambulance and get an urgent message to you.

For minor accidents, we may suggest that you take your child to your GP or Casualty Department. If a child has an accident during their session that involves a bumped head, a letter will be sent home with the child to inform parents. You will always be informed by telephone before home time regarding a bumped head and we may ask you to come and check your child before hand.

We deal with bumps and scratches and inform you at home time.

We treat all body fluids as hazardous to ensure the safety of everyone in the Nursery. Appropriate first aid clothing is used.

Dummies, milk bottles and push chairs

Whilst we appreciate that many children may use a dummy or milk bottle at home, they are discouraged in school to promote correct speech. Please do not send your child to nursery with a dummy or milk bottle. We understand that some families may live slightly further away from school, push chairs are discouraged so that your child can develop the stamina to walk on school trips.

Toileting needs

Children coming to nursery will all be at different stages of development and therefore, will have different needs when it comes to toileting. Please let us know what support your child needs; whether they wear nappies/pull ups, whether you are actively toilet training them and therefore, would like our help, or they are toilet trained but need occasional reminders.

If your child wears nappies/pull-ups, please make sure there is a supply of extra nappies, wet wipes and nappy sacks. If your child suffers from nappy rash and uses any kind of cream, please give this to a member of staff and do not leave it in the bag.

PHOTOGRAPHS AND VIDEO

Photograph and Video Guidelines in Nursery

It is our policy to use photographs taken in the Nursery to support the children's learning and also to record children's individual progress. Photographs recorded in Nursery as part of a normal day are taken using an Ipad and are only taken by members of the staff team. Photographs/videos are used to:

- support the learning of each child's individual record
- illustrate work on display around the Nursery/ Reception classrooms

Parents are requested to not use their mobile phones whilst engaging in activities with Early Years pupils. At no time are staff permitted to bring in a camera from home, nor use their mobile phones in the Nursery room.

These photos, as with all photographs in school, are stored in a secure network to which members of the public have no access.

Additional photographs or images may be taken of children as part of the work of the Nursery class and may be taken by an outside photographer or other parents (during the Christmas production or any other events the school may have). In these events, parents will be reminded that the photographs are for personal use only and not to be shared publicly (electronically or otherwise). In the case of outside agencies taking photographs for marketing purposes, the Nursery class will seek written parental permission from families that they agree for their child to be included. Should a parent prefer their child not to take part then any images taken will be deleted. Individual children will not be included if written permission is not given by the child's family.

GENERAL INFORMATION

School uniform

Our school uniform consists of:

- Red sweatshirt with school logo
- White polo shirt with school logo (please do not send your child in a traditional school shirt as they are very difficult for them to undo the buttons and roll the sleeves up independently when participating in messy activities.)
- Black or grey school trousers
- Black or grey school skirt
- Black or grey school dress
- Red summer dress in warmer weather
- Black or grey tights/socks/leggings
- Black school shoes (not trainers)
- NO light up trainers

Please ensure that all of your child's clothes and their coat has their name in. To encourage independence, please ensure that you encourage your child to dress/undress themselves at home. **Please do not send your child to nursery in lace up shoes unless they are able to undo and do them up independently.** Even those shoes which have a zip and laces can be difficult for children to manage independently as the laces frequently come undone.

Spare Clothes

On your child's first day you need to bring a rucksack with their name on that will stay on their peg for the school year. In this bag you need to provide us with a full change of clothes: tops, trousers, underwear and socks. Every item in this bag has to have your child's name on it. If the items and the bag are not labelled then it is very difficult to return items to you in case your child has been changed. Also, please bring a named **rainproof coat** each day, as the weather is so unpredictable. We encourage the children to go outside each day. If you prefer, you can leave a pair of wellies for your child in school with their name on, although we do have some in Nursery.

Jewellery

Children should not wear jewellery to Nursery because of the risk of injury to themselves and others. When ears are pierced, only stud earrings should be worn.

Nursery snacks

Milk and fruit is available every day and if we have had a cooking activity, then we may eat what we have cooked. In the case of cakes and biscuits we will send this home with your child. Please do not send your child to school with any additional food or drinks.

Every effort is made to purchase food that does not contain nuts but please ensure any allergies are made known to staff before your child starts Nursery. We also provide foods from different cultures that are relevant to the topic.

We have found that the children benefit from a variety of choice and try things when amongst friends that they may not be willing to eat at home!

Lunches

If you choose to send your child a packed lunch then please ensure that it is a healthy and balanced meal. Please do not include sugary drinks or an excessive amount of sweets/chocolates/biscuits etc. If you include a yoghurt, then please remember to include a spoon.

We do not have any food warming facilities so please DO NOT send in any cold food that needs warming before eating. For health and safety reasons, we discourage you in sending food such as rice that has been warmed at home and left to cool in your child's lunch box. Bacteria can gather on rice and meat and make your child sick.

If you are including grapes in your child's packed lunch, then please ensure that they are cut in half length ways to avoid choking hazards. Any grapes that are whole will be taken out of the packed lunch and given to you at the end of the day.

As we have children in school who are severely allergic to nuts, we ask that you put NO NUTS in your child's packed lunch. Any nuts will be taken out of the packed lunch and given to you at the end of the day.

If your child is having school meals then they will be provided with a healthy and balanced warm meal. All dietary needs are considered so please inform us if your child requires vegetarian or halal meals. It is important that you let us know about any allergies that your child has so that the kitchen staff can prepare meals accordingly.

School meals cost £2.91p a day and £14.55p a week. All payments are to be made via My Child At School (MCAS), cash will not be accepted at the school office. If your child is entitled to free school meals then please fill in the appropriate form and you will not be charged.

Absences

We would be grateful if you could notify the main school office if your child is going to be absent, arrive late or leave early. If they have been or are absent, please send in a note or telephone us to explain the reason. You can telephone on 0161 205 1932.

Medicines in nursery

Please do not leave medicines or creams of any kind in your child's bag. If your child needs to have medication, during their Nursery session, details must be filled in on a form provided by Nursery. In line with the school policy, we are happy to give medication which has been prescribed as 4 doses per day.

Suncream and hats

In warmer weather, please send your child to Nursery with a named sunhat, and with suncream already applied. There are several longer lasting suncreams available which do not need to be re-applied during the day. If your child has an allergy or intolerance which means that they are not able to use one of the longer lasting suncreams, please provide us with a bottle of your preferred suncream, with your child's name written on it. **Please do not leave bottles of suncream in your child's bag.**