

HILLFIELDS



Nursery School

Enquiring / Exploring / Learning

Starting Nursery Booklet

HILLFIELDS NURSERY SCHOOL

CLIFTON STREET

ARNSIDE CLOSE ENTRANCE

COVENTRY

CV1 5GR

T: 024 76228174 M: 07984653715

E mail: infoline@hillfields.coventry.sch.uk

Website: www.hillfieldscoventry.sch.uk

We have 2 classes at Hillfields Nursery School



Meadow



Orchard

Your child has been allocated morning / afternoon sessions.

Morning sessions Mon- Fri are 8.45am - 11.45

Afternoon sessions Mon-Fri are 12.30 pm - 3.30pm

We want you and your child to enjoy the experience of starting nursery. To help your child we have a settling period. We will discuss this process with you. Each child is different and some children will take longer than others to settle into nursery.

Staff are always available at the beginning and end of sessions for you to share information with, and ask questions, so please do let us know if you have any news to share, queries or concerns!

If you need a longer discussion just ask to book an appointment. There will also be a termly learning review for your child where we will share more information about your child's progress.

Please note if your child attends as a 2 year old they will automatically move through to Orchard class the next year. Attending our Nursery School does not affect you admission to the school of your choice.

The nursery day:

Each session follows a regular routine which provides children with a range of learning opportunities and experiences. The length and depth of the sessions below are adjusted to meet the needs of each individual child's age and stage of development.

Group Times: Literacy and numeracy activities with their learning group or key group. Children work together with children from their learning group or key group to share/tell a story, sing some songs and talk about their experiences from the session. Children spend time with their learning group in one of the nursery spaces (inside or outside) engaging in adult directed learning often focussed on project work, or updating profile books.

Child Led play: During this part of the day adults support children to make choices and access learning/play opportunities across the nursery space (inside and outside). There are also some project groups taking place at this time; e.g. music, cooking, stories, Developmental Movement Play.

Tidy up time: All children are encouraged to help with tidy up time.



Snack Time: A small healthy snack is available to all children during the morning. We ask for a contribution of **£5.00 per half term** payable during the first week back after a holiday.

As you can see, every session is busy!



Your child, particularly early on in the year, is likely to be tired after nursery, and eager to see you. You should drop off and collect your child on time as they will miss important parts of the day if you are late and often become anxious at the end of a session.

Important information



- ◆ It is essential that you tell us immediately if you change your address or phone number.
- ◆ Regular attendance is extremely important, however, if your child is unwell please keep them at home and phone the nursery to let us know why they are absent. If your child has had diarrhoea or vomiting, we may advise that they stay at home for 48 hours.
- ◆ Please inform us if you have asked someone else to collect your child. We cannot let children leave the nursery with someone else unless we have been informed by you of an alternative arrangement.
- ◆ Minor accidents and injuries are treated by staff with a first aid qualification. All injuries are recorded in an accident book which will be shared with you when you collect your child.
- ◆ If your child is prescribed medicines, creams or inhalers by a doctor you will need to complete a request form which will enable us to give the medication to your child while they are at nursery. Medication must be in original containers with dosage instructions from the pharmacy. We are not able to give non-prescription medicines.
- ◆ Please ensure that your child has a spare set of clothes at nursery that they can change into if necessary. Writing your child's name on the label of clothes/coats will help to reduce the risk of things being mislaid. If your child is in nappies please provide us with nappies and wipes.
- ◆ While at nursery your child will have opportunities to take part in a range of creative learning activities. Please ensure that your child wears clothes and comfortable shoes that you are happy for them wear while painting or playing in muddy conditions outside. Please do not let your child wear jewellery as it can be dangerous during physical play activities.
- ◆ Healthy snacks such as fruit and milk will be provided during nursery sessions. Please do not bring other food and drink into nursery as some children may have medical conditions or food allergies.



Please remember that as part of Coventry City Council's Safeguarding policy, mobile phones or any other device which can be used to take photographs are only allowed to be used in the reception area of the school.

No personal photography is permitted anywhere else within the school.

We want Nursery to be a happy experience for you and your child. If there is anything else you would like to know or have any worries please contact us.

Settling Your Child

At Hillfields Nursery School we invest a lot of time to settle your child with us. For at least the first half term be prepared to be near nursery as we build up your child's time with us.

Why?

We need to build relationships with you and your child to create a safe learning environment for your child to develop.

Your child does not know us.

If this is your first child you may not know us.

From experience we find that if we can get the settling process right for your child when they begin their learning journey at Hillfields Nursery School it supports their transition through the nursery school and into primary school.

How?

You will begin with 4 x 1 hour play sessions, or 2 if they are older, where you and your child will be invited in, to experience the environment and meet the staff.

As your child becomes confident in the environment the staff will ask you to move away from your child but stay in the room.

Our experienced staff will then build a personalized settling plan reacting to each child's needs.

Your child will have their own key person who will support you and your child through the settling process.

The first steps in the settling plan

Your child has to learn that when you leave them at nursery you will come back and when you do come back it is time to go home.

The first time the staff ask you to leave your child it will be for 1 minute. This will then increase as your child is ready.

It is important that when you leave the room your child cannot see you. In reception, we have sofas where you can stay when the time is short.

You may hear crying. It is important that if you hear upset children you stay away from the door. It is quite natural when they first separate from you. The staff will not allow them to get into a distressed state they will come and get you early if they need to.

Home Visit

The home visit supports, greatly, with settling. It is the first step to building relationships and finding out about you and your child.

What to bring to nursery every day in a named bag

- Nappies and Wipes (if not yet toilet trained)
- At least 2 changes of clothes including socks, more if your child is toilet training.
- If your child is already toilet trained, or is training, please bring lots of spare pairs of pants.

What **not** to put in your child's bag

No food or drink.

We have lots of children that have allergies in nursery and if they come into contact with the wrong food or drink it might make them very poorly.

No creams or medicines.

If your child needs to take medicine or have cream administered whilst here you need to give that medicine (which must be prescribed by a doctor) to a member of staff.

Safeguarding Children

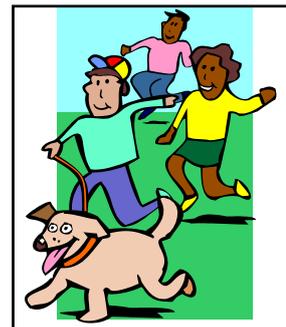
At Hillfields Nursery School we recognise that mums/dads/carers always want what is best for their children and usually know how to meet their needs.

Hillfields Nursery School aims to offer both a safe and friendly environment where both children and parents feel comfortable and at ease at all times.

All parents and visitors to the centre are asked to respect this and not indulge in any activity which will disturb the peace of the centre.

Children have a right to be respected. We will always challenge:

- ⇒ Smacking
- ⇒ Swearing
- ⇒ Shouting
- ⇒ Inappropriate name calling
- ⇒ Humiliation



Bringing up a young family is a positive and rewarding experience but we acknowledge it can be stressful and demanding

At Hillfields Nursery School we work alongside parent/carers to enable them to care for their children.

Staff are available to discuss ways of managing challenging behaviour and other issues or concerns you may have. Staff may also discuss any issues/concerns with other professionals if appropriate.

As part of our safeguarding policy (in line with Coventry City Council) we ask all parents/carers and visitors not to use mobile phones whilst in the Centre.

Protecting children's rights is everybody's responsibility

At Hillfields Nursery School we have a duty to follow Coventry's Safeguarding Children's Procedures.

Whenever possible we will share our concerns with you before contacting Coventry Social Care Children & Families Team. However, the welfare of the child is our first priority, so there may be times when we speak with Coventry Social Care Children & Families Team before advising you.

If you know that your child has hurt themselves or is upset, then please let us know.

Children's Rights are:

- To love and to be loved
- To be safe
- To be clean, healthy and warm
- To have healthy food
- To learn new things
- To learn right from wrong
- To enjoy life

A CHILD

If a child lives with criticism he learns to condemn.

If a child lives with hostility he learns to fight.

If a child lives with ridicule he learns to be shy.

But if a child lives with encouragement he learns confidence.

If a child lives with tolerance he learns to be patient.

If a child lives with praise he learns to appreciate.

If a child lives with fairness he learns justice.

If a child lives with security he learns to have faith.

If a child lives with acceptance and friendship he learns to find love in the world.

Dorothy Law Nolte.

Attendance

Each child has the right to be educated and cared for and Hillfields Nursery School acknowledges its responsibility to support children in matters of attendance.

We expect

Daily Registration

- Registration will be completed within 15 minutes of the start time **09.00** or **12.45**
- Registers of attendance will be kept, indicating clearly whether a child is present or absent
- Lateness will be recorded

Unexplained Absence

- A telephone call will be made to establish the reason for non-attendance on the first day of absence if the parent does not contact Hillfields Nursery School
- Follow-up telephone call will be made for further or unexplained absence beyond 2 days
- A letter will be sent when contact cannot be made by telephone call or text message within 2 days

Leave of Absence

You may apply for leave of absence for

Holiday

Religious observance

A planned day trip where your child will miss their regular nursery session

An appointment for your child

Please note this **will still be recorded as non-attendance and will affect your child's percentage attendance**

Where parents wish to apply for leave of absence the following procedure will be followed:

- A Leave of Absence Request Form should be obtained from the School Office, completed and returned there.
- For medical appointments please bring in the appointment letter or a card as evidence.
- Parents will be made aware that this should be done in advance of the intended leave of absence.

Attendance Expectations

100%	Outstanding	
99%	Excellent	
97-98%	Very good	
95-96%	Good	
93-94%	Satisfactory	Room for improvement
90-92%	Unsatisfactory	This is below Government expectation for school
80-89%	Poor	School will be monitoring and support will be given to raise levels of attendance
Below 80%	Cause for concern	Children and Families worker referral

Punctuality

To ensure that your child settles, socialises and learns to their maximum potential it is important that they are prompt for the start of each session and picked up promptly at the end of each session.

HOWEVER if you take a sibling to primary school please let us know, the sibling must be taken to school first. You may be able to book your child into our Breakfast Club £2 08.15 – 08.45 please see our website www.hillfieldscoventry.sch.uk

Lateness

All children who arrive after **08.55** or **12.40** must enter Hillfields Nursery School via the main entrance and sign in at the Reception desk.

If you arrive after this time you will need to wait until **09.20** or **13.05** to allow group learning in Orchard and registers to be completed safely in Meadow.

Uncollected Children

- Parents or carers will be contacted by telephone five minutes after agreed collection times
- A record will be kept of late collections
- Letters will be sent to parents who persistently arrive late to collect their child.

If children are not collected an hour after the end of the session or no contact can be made with a parent or emergency contact it is the responsibility of Hillfields Nursery School to contact Children's Services.

Parents arriving at Hillfields Nursery School

Parents dropping children

Session Times:

08.45 – 11.45 12.30 – 15.30

Gates Open:

08.45 – 08.55 12.30 – 12.40

If parents arrive after **08.55/12.40**

- Report to Reception
- Sign in your child
- Office staff to take children through with/without parent
- If children arrive between 08.55/12.40 and 09.20/13.05 Parents will be asked to wait with children in Reception area to ensure group learning time is completed and Meadow registers are completed safely. The office staff will then take children through with/without parent

Parents collecting children

Gates Open:

11.30 – 11.45 15.15 – 15.30

If parents arrive before **11.30/15.15** to collect a child

- Report to Reception
- Sign their child out with reason for early collection
- Member of admin staff to collect the child and bring to parent

Extra Care

We are now able to offer extended hours. Please read on for times, prices and booking information.

Breakfast

Available for all settled children in Meadow and Orchard

08.15 – 08.45 £2

Breakfast will be provided for the children

Lunchtime

Available for all settled children in Meadow and Orchard

11.45 – 12.30 £3

Please provide a packed lunch for your child

Lunchtime and an afternoon session

Available for all settled children in Orchard

11.45 – 15.30 £15

Please provide a packed lunch for your child

Book and pay online before the day www.hillfieldscoventry.co.uk

Choose which day you need extra childcare and buy a ticket through our online system. Payment is through our website by bank card.

If your 3 year olds staying for lunch we ask you to prepare a healthy packed lunch



Hillfields Nursery School - Guidance for Packed Lunches

We are aware that, to grow and stay healthy, children need to eat a nutritionally well balanced diet. Good nutrition in childhood can help prevent a variety of health problems, both in the short term and later in life. There is increasing concern that many children are consuming too much fat, sugar and salt and too little fibre, fruit and vegetables.

Packed lunches can contribute to almost a third of a child's weekly food intake and therefore need to be balanced and nutritious.

Therefore we would suggest your child's packed lunch should contain the following, which is based on the 'Eatwell Plate' model developed by the Food Standards Agency (2007).

- **Bread, Rice, Potatoes, Pasta**
These starchy foods are a healthy source of energy. Packed lunches should include 2 or more portions.
- **Fruit and Vegetables**
These provide vitamins, minerals and fibre. Lunches should include **at least** 1 portion of fruit and 1 portion of vegetables/ salad.
- **Dairy Foods**
These foods provide calcium for healthy bones and teeth. Include 1 portion at lunch.
- **Meat, Fish, Eggs, Beans**
These foods provide protein for growth. Include 1 portion of these foods.

We will provide the children with a drink of water and so there is no need to include a drink in their lunch box. Milk should not be brought in as packed lunch containers cannot be refrigerated. We ask that you do **not** provide any fizzy drinks.

We ask that you do **not** provide hot food within packed lunch bags as we cannot control the temperature this would be served at.

Nuts **must not** be brought into school in packed lunches for the safety of all children.

Packed lunches must **not** contain sweets, chewing gum or popcorn. Chocolate biscuits or small cakes will be allowed as long as the whole packed lunch provides a healthy and balanced meal for children.

Waste and Disposal

We will, within reason, send any uneaten packed lunch food items back home. The reason for this is that you can monitor what your child has consumed during the day.

Packed Lunch Containers

It is the responsibility of the parents/ carers to provide an appropriate, **named**, packed lunch container where food items can be stored securely and appropriately until the lunchtime period. We would advise that you include an ice pack. Food products prepared and stored in ambient temperatures after a period of time can have increased levels of bacteria in them.

Storage of Packed Lunches

We will provide a storage area for packed lunch bags, in the most convenient and appropriate place possible. However we cannot provide cooled storage areas and therefore cannot take legal responsibility for foods prepared at home and then brought into school.

Additional information is available with ideas and examples of foods that can be included in packed lunches on the School Food Trust website www.schoolfoodtrust.org.uk

School Uniform

Clothes do not stay clean at nursery. There is lots of active learning. We suggest that the children wear a school uniform:

White polo shirt and jade green jumper/ cardigan this means their clothes for home stay more presentable.



We have a small stock of sweatshirts, cardigans and polo shirts available through the School (please ask at Reception).

There is also a link to Asda's online shop on our website

www.hillfieldscoventry.co.uk - Information - Uniform

Sweatshirts - £4.00

Polo Shirts - £2.00

Telephone: 024 76 228174