



Headteacher: Miss Nicola Mawson

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Tow Law Millennium Primary School



Nursery Brochure

Starting in Nursery

Welcome to Tow Law Millennium Primary School. We will strive to ensure your child is happy and settled in the Nursery environment to enable them to reach their full potential. This booklet offers some useful information to help make their transition from home to Nursery as smooth as possible!



Nursery Sessions

Nursery funded sessions are offered for 15 hours to every child after their 3rd birthday or 30 hours for those who are entitled after their 3rd birthday.



15 hour sessions are offered as either (As available):

8.45am - 11.45am Monday - Friday.

11.45am - 2.45pm Monday - Friday.

8.45am - 2.45pm Monday & Tuesday + 8.45am - 11.45am Wednesday.

8.45am - 2.45pm Thursday & Friday + 11.45am - 2.45pm Wednesday.

30 hours sessions are offered as:

8.45am - 2.45am Monday - Friday.

30 hours for those who are entitled (please ring the office with a code if you are entitled).

We work in partnership with a registered childminder in Tow Law. Please come to the Nursery entrance around the back for all drop offs and pick-ups.

If parents/carers need to drop off or collect pupils at different times to those mentioned, please report to the School Office first.

Rewards and Consequences

We have high expectations for pupils' behaviour in nursery. We have clear systems in school for promoting positive behaviour. We follow a restorative approach in Nursery and use circle time and books to support this.

'Star of the day' is chosen daily and a pupil is chosen each Friday as 'Star of the week', this is presented in Friday assembly.

Class points are awarded for pupils to collect and when the jar is full the class receive a treat. Pupils are also awarded stickers.

We do not tolerate bullying in school and have clear policies and procedures in place for any incidents of bullying.

Complements and Complaints Procedures

Compliments are always greatly received and can be passed on either directly to staff or through parental questionnaires.

We strive to do our best for your child at all times. However, if there should be a concern, the process outlined in the school's Complaints Policy should be followed. The Complaints Policy can be found on our school website or on request from the School Office.



Contact Details, Drop Offs and Pick Ups

Please keep contact details up to date at the School Office. It is really important that staff have an up-to-date phone number in case of emergencies.

Please ensure you are punctual both at the start and end of your child's session. It can be very distressing for children when entering an activity late or to be left after all other pupils have gone home.

Collection Protocol

Parents must notify school if a new adult is to collect their child at the end of the day. They can do this by phoning the office where they will be given a code. The person collecting the child must then report to the office, give the code **and** have photographic ID. Unless this is done, we will not release the child.

If a person turns up at the end of the day and has not done the above, they will be required to go to the main office to enable the Head Teacher or Second in Charge to verify their ID. If they are unable to do this, we will not release the child from school. This is to ensure the safety of your child.

Wrap Around Care

Breakfast club

Breakfast club is available from 8:15am. Children are offered an option of toast or cereal with juice. Breakfast club is £2.00 per child per day for your first child, and £1.50 per child per day for additional siblings. Bookings and payment are made via our online system.

Tea time club

Tea time club is an offer exclusive to Nursery children, allowing extended care from usual Nursery finish time 2:45pm to 3:15pm (When school finishes). Children will be provided a snack and a drink, and offered a range of activities. Tea time club is £2.50 per child per day, paid in advance. Bookings and payment are made via our online system.

Wrap around

We offer wrap around care on a Monday, Tuesday, Thursday and Friday from 3.15—4.45pm. The cost is £4 per session.

Suitable Clothing and Uniform

It is important for children to access a range of activities during their time with us, including messy play! We do provide aprons and waterproofs for outdoor play, but children can still get messy and wet. Please ensure your child brings at least one full set of spare clothes to nursery every day (including socks) due to the messy play we engage in. If your child is currently toilet training please provide several sets.

We like to have lots of learning experiences and go outdoors in all weathers, this includes using our new outdoor classroom. We provide suitable clothing for all weather e.g. coats, hats but we ask that children bring a pair of wellington boots and some shoes for water play, like crocs to be kept in school. Uniform is not compulsory in nursery but can be purchased via the school website.

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Children are not allowed to wear any jewellery in school except for an inexpensive watch and/ or one pair of small plain gold/silver studs.

We also encourage independence wherever possible. Velcro shoes and pull on trousers/skirts help to promote this independence when getting dressed and when toilet training.

Personal Belongings

Please label your child's personal items and clothing. These can easily become mixed up when children are playing in the EYFS environment. Large items such as prams, bikes or scooters that are left at the nursery entrance throughout the day, at your own risk.



Medical Information

Young children often have accidents and pick up ailments. Please ensure you keep staff informed of your child's medical history and any medication they are taking, both at home and in school during their time with us.

We also need to know of any allergies your child has.

Accidents



All staff are Paediatric First Aid. You will be kept informed if your child has an accident in school.

Absence and Illness

Please contact the School Office before 9.30 am to inform us of your child's absence. Durham County rules state that a child must be absent for 48 hours after sickness and/or diarrhoea symptoms have stopped.

Medicines

If your child needs medication during the school day, please speak to Miss Mawson or Mrs McNally.

If your child has been prescribed an inhaler, please ensure you send one into school with their name on from the GP and spacer, so we can use it as stated on the medical management plan.



Use Of School/Nursery Grounds

- Smoking/Vaping is not permitted anywhere on the school grounds.
- Cars should not be driven into the school grounds at any time, without permission from the Headteacher.
- Dogs (except guide dogs) are not allowed in the ground.



Lunchtimes

Nursery pupils have lunch in the school hall. They have the option of a school meal or packed lunch. Currently, we pay for all children in Nursery who attend 30 hours or on an afternoon to have a free school meal. We run a 3 week menu, please ask if you would like a copy or see our Facebook page.

Snack

Each day pupils are provided with a healthy snack and milk or water.



Toothbrushing



We are taking part in a toothbrushing scheme. We brush our teeth all together each day to help practice good habits at home.

Birthdays

Children are given the opportunity to discuss their birthday with peers. You may send in a cake and we will sing happy birthday as a class.



Home Learning

We believe strongly in working in partnership with parents/carers to support children in their journey.

Reading

In Nursery, we have a home library. Children can pick from a selection of books to take home, read and then return.



Tapestry

Once you have given permission for your child to be entered onto tapestry, we will share with you our learning focuses to allow you to continue discussions at home at your leisure.

Notices and Information

Each child has a tray in the class which they will empty at the end of each day. Newsletter information is also displayed in their entrance and we use Arbor to communicate information. Your child will also be allocated a docket in the Nursery porch area, please feel free to take any letters within your child's docket. Further information will be emailed or can be found on our school website and Facebook page.

Winter Weather

During bad weather, school closure information will be available via local radio stations, our Facebook page and from the Durham County Council Website.



