

Early Years Prospectus



Date: November 2021

(Review November 2022)



Welcome to Old Park Nursery

Dear Parents, Carers and Children

Welcome to Old Park Nursery. Our Nursery is owned and governed by Old Park Primary School and Nursery. We offer early education for children between 2 and 4 years old. We have 4 classrooms, Squirrels for 2 year olds and Badgers, Foxes and Owls for the 3 and 4 year olds.

Old Park Primary School & Nursery

Brunel Road, Malinslee, Telford TF2 3BF

Telephone: 01952 567967 Email: oldpark.nursery@taw.org.uk

Please read more about us on our website: www.oldparkprimary.co.uk

Aims:

- To provide high quality care and education for Pre School children.
- To inspire a love of learning
- To provide a fun, secure and stimulating environment in which children can learn through play
- For children to feel safe, happy and valued
- To encourage and enhance social interaction skills with peers
- To promote positive links between home, school and the community
- To offer children and their parents a service that promotes equality and values diversity

Parents:

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- Valued and respected
- Kept informed
- Consulted
- Involved and included at all levels

As a community based nursery we appreciate the involvement, support and commitment of our parents and carers.

During COVID 19 most of our communication has been through talking at the entrance door, through emails and telephone conversations, this has proved very popular.

Meet the team.

Nursery Staff

Mrs Machin
Deputy Head teacher, SENCO



BED (Hons), Diploma SEN

Sarah D
Nursery Teacher



MSc, PGCE, QTS, BA (Hons)

Rachel Briggs
Nursery Administration Manager



AAT L2

Squirrels

Mandy
Supervisor



NNEB, BSc (Hons)

Helen
Keyworker



NVQ L3

Laura
Keyworker



NVQ L3

Lisa
Keyworker



NVQ L3

Badgers/Foxes

Sarah T
Supervisor



NVQ L4

Shavorne
Keyworker



BA (Hons)

Jodie
Keyworker



NVQ L3

Owls

Sally
Supervisor



NVQ L4

Vicky
Keyworker



NVQ L3

Heather
Keyworker



NVQ L3

Bronwen
Keyworker



NVQ L3

Support

Julie
Housekeeper



NVQ L3

Miss Offland
HLTA cover



Becky
Creative Practitioner



Early Years PG Cert

Luke
Sports coach



School Nursery Admission Criteria

1. Parents may apply at any time for a nursery place for their child. All parents applying will be asked to complete an application form containing the advised standard information.
2. Where there are more applications than places, all applications received will be considered using the oversubscription criteria only. **The date of application will not be taken into account when allocating places.**
3. If there are more applications than there are places, the places will be offered in accordance with the following criteria in order until the nursery is full.
 - A. **Children in the care of a local authority**
 - B. **Children with an exceptional medical, educational or social need supported by written evidence from an appropriate professional.**
 - C. **Children who have a sibling(s) who will be in attendance in the nursery/school at the time of admission.**
 - D. **Children starting with the oldest, whose home address is nearest to the provision.**
4. In any case where two or more children rank equally under any of the criteria and there is only one place available, preference should be given to the child nearest to the provision measured by a straight line on the GIS system supplied by Telford & Wrekin Council.
5. When the provision is full a waiting list will be established in the oversubscription priority order. Children will be entered on the waiting list in the above order of priority. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order.
6. Please note that Parents with children on a waiting list can take their free entitlement with another provider and this does not affect their status on the waiting list.

On acceptance of a place, we will require you to provide proof of your child's date of birth and to complete a set of admission forms to ensure we have the relevant legal information about your child before you leave them in our care.

Funded session times are from 8.30 to 11.30am and 12.30 to 3.30pm. We are open between 8.00am and 4.00pm to offer additional wrap around care for which charges apply. We are a term time only setting, providing childcare for 38 weeks of the year.

Starting Education - Which provision, when?

Child's DOB	Toddler Unit	Nursery Unit	Foundation Class
1 st Sept 2017 - 31 st Dec 2017	Jan 2020	Jan 2021	Sept 2022
1 st Jan 2018 - 31 st Mar 2018	April 2020	April 2021	Sept 2022
1 st Apr 2018 - 31 st Aug 2018	Sept 2020	Sept 2021	Sept 2022
1 st Sept 2018 - 31 st Dec 2018	Jan 2021	Jan 2022	Sept 2023
1 st Jan 2019 - 31 st Mar 2019	April 2021	April 2022	Sept 2023
1 st April 2019 - 31 st Aug 2019	Sept 2021	Sept 2022	Sept 2023
1 st Sept 2019 - 31 st Dec 2019	Jan 2022	Jan 2023	Sept 2024
1 st Jan 2021 - 31 st Mar 2020	April 2022	April 2023	Sept 2024
1 st Apr 2021 - 31 st Aug 2020	Sept 2022	Sept 2023	Sept 2024

General Information

Attendance and Punctuality

It is important that your child attends nursery every day and is on time. Being on time to nursery helps children to become familiar with the routine and ensures that they have a settled start to the session. Often there are children on a waiting list for Old Park Nursery so regular attendance is vital or the place will be offered to another family.

Emergency Contacts

Please inform us if you or any of the people listed as emergency contacts change their phone numbers, it is very important that we can contact someone if needs arise. We also ask that, if you want your child to go home with someone else, you let us know in advance. We take the safeguarding of children in our Nursery very seriously and no child will leave us with another adult unless we have direct permission and instruction from a parent.

Health/Illness

Please make sure we are aware of any medical issues relating to your child so that their needs are met in Nursery.

If your child is ill please keep them at home, we would appreciate you calling the Nursery office to inform us that they are unwell. Illness quickly spreads among small children and staff. If your child has experienced sickness and or diarrhoea they must be kept off school for a full 48 hours after the last episode.

How we learn

Children learn in a variety of ways. Play is essential for children's development, building their confidence as they learn to explore, problem solve and relate to others. We respond to each child's emerging needs and interests, guiding their development through positive interaction. Whilst playing adults will be modelling new skills, questioning understanding, introducing new vocabulary, etc...

The provision for children's development and learning is set out in the 'Early Years Foundation stage statutory framework' (DfE, 2021). At Old Park Nursery we use 'Birth to Five Matters' to support our Early Years practice.

At Old Park we support learning through the **3 prime areas** and the **4 specific areas**.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design.

In guiding children's activities, we reflect on the different ways that children learn and implement these in our practise. The **three characteristics of effective teaching and learning** are:

- Playing and exploring
- Active learning
- Creating and thinking critically

As practitioners we consider the individual's needs, interests and stage of development, and must use this information to plan a challenging and enjoyable experience for each child in all areas of learning and development.

When working with the youngest children we focus strongly on the three prime areas. These are the basis for successful learning in the other specific areas. The three prime areas reflect the key skills all children need to develop and learn effectively, to become ready for school. It is expected that the balance will shift towards a more equal focus on all areas of learning as the children grow in confidence and ability.

Throughout the early years, if a child's progress in any prime area gives cause for concern, we will discuss this with the child's parent/carer and agree how to support the child. We will consider whether a child may have a special education need or disability and may require specialist support.

The children spend long periods of time accessing learning opportunities indoors and outdoors. We go outside in all weathers, therefore we ask that you provide a coat and hat for cold days, wellies and a waterproof coat for wet days, and in the summer months apply sun screen before attending the sessions and wear a sun hat. Remember your child will be using paint, glue and exploring all sorts of messy play. These are likely to get on your child's clothes so we recommend that they don't wear their best clothes.

By providing an open ended and enabling environment supported by skilful staff we are able to seize the moment when a child displays a level of interest and curiosity. We can then draw out and extend these moments. Different children will engage in a range of ways. Every child's experiences are acknowledged and built upon.

Assessment in the Early Years

Staff make ongoing assessments of the children and their progress is discussed regularly at team meetings. This is based on evidence that has been collected as well as the practitioners/teacher's knowledge of the children.

Throughout the EYFS, children have a termly focus week, during which the staff record their interactions and how their learning has moved on. Staff share the focus sheet with parents giving them opportunity to respond to the observations and also discuss the children's next steps and ways that parents/carers can support development at home.

These focus sheets are stored in a learning journey, along with any other work that the child is proud of and wants to celebrate/share.

The EYFS requires staff to complete a two-year old check for each child once they have settled in. This will be a short, written summary of the child's development, focusing on the three prime areas of learning. It is completed by their keyworker, taking account of parent's views and information shared with staff. It is important that you also attend any other appointments or checks offered by your Health Visitor.

In the final term of Nursery children receive a post card celebrating their time in nursery.

When children start in Foundation, staff are required to complete the Reception Baseline Assessment (RBA). This involves a member of staff working with each child to complete some fun activities based on listening, speaking, reading and mathematics. In the final term of Foundation class teachers will indicate whether children are meeting **expected** levels of development, or not reaching expected levels (**emerging**) in each of the Early Learning Goals. This information is shared with the Local Authority.

Settling in to Squirrels

We treat each child as an individual, so settling into our toddler room will be a different experience for each child. You will be asked to bring your child for a short visit where a family member can be in the outside garden area. Depending on how your child settles will vary the number of visits prior to staying for a full session. If individuals need a longer settling in process, then we will work with them and their parents/carers.

You must provide your own nappies and wet wipes which should be brought to nursery each day in a bag, along with a change of clothes.

A Session in Squirrels

8:30am	Welcome to all children	12:30pm
Child initiated learning is carried out throughout the whole session with staff supporting the children Staff will support snack time and lead focus times including stories, singing and language activities.		
11:30am	Home time	3:30pm
Nappy changing is carried out throughout the session as required. Wednesday is Music Monsters with Becky.		

Transition into Nursery

Your child will start in one of our nursery classes the term after their 3rd birthday. The three terms start in September, January or April. If they already attend Squirrels the transition will be automatic. Children new to Old Park Nursery will be invited to attend a couple of short introductory sessions before starting full time. If individuals need a longer settling in process, then we will work with them and their parents/carers.

When your child starts in our Nursery we expect them to wear the school uniform. Wearing a uniform helps to develop a sense of belonging to Old Park Primary School and Nursery.

The Uniform consists of:

- A maroon crested sweatshirt or cardigan (which is available from Baker and Sons Schoolwear in Wellington). Red supermarket alternatives are also acceptable.
- Black or grey trousers, leggings, skirts, joggers or shorts.
- White, maroon or red t-shirt or polo shirt

Please ensure that all clothing is clearly marked with your child's name.

We provide aprons for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet, putting outdoor clothing (coats, wellies) on and off. Clothing that is easy for them to manage will help them be successful, along with lots of practice at home.

A Session in Nursery

Badgers arrive 8:30am	Inside free flow A balance of adult led activities and child-initiated play during which staff carry out intervention	Foxes arrive 12:30pm
9:15am	RWI phonics/story	1:15pm
9:30am	Choosing time (choose it, use it, put it away) inside/outside free flow and snack café (open for 40 minutes)	1:30pm
11:00am	Carpet time - activities may include maths, Ten Town, singing songs, movement to music, story time, review of learning	3:00pm
11:20-11:30am	Home time	3:20-3:30pm
On Wednesdays Becky leads Music Monsters with each group. Soiled nappies will be changed as required.		
Owls (30 hours) Children arrive at their agreed time ranging from 8:00am, 8:30am, and 9:00am and access a range of adult led and child-initiated play. Children eat their packed lunch and have an additional outside play between 11:30am-12:30pm. Children go home at their agreed time ranging from 3:00pm, 3:30pm. Children staying until 4:00pm will join the staff and children in the afterschool provision. Children in Owls have PE with Luke/Mr Hughes on Tuesday mornings. We encourage children come to nursery wearing sports clothes and trainers ready for PE.		

Transition into Foundation

Your child will start in our Foundation class the September after your child reaches the age of four. You will need to apply for a Primary School place directly to the Local Authority by visiting <https://www.telford.gov.uk/admissions>. Once your application has been accepted you will receive an invite to attend a meeting with the Head Teacher while your child visits their new reception classroom.

You will have already laid the important foundations for your child's learning by bringing them to Nursery regularly and supporting your child through their early years. However it would benefit your child and get them off to a good start if they already possess some basic skills:

- Toilet independently
- Dress and undress themselves, including coats and shoes (shoes with Velcro fasteners are ideal!)
- Use a knife and fork and attempt to cut own food (school dinners).
- Recognise their water bottle and lunch box, be able to open packets and containers (sandwiches)
- Be able to manage their own personal hygiene, such as nose wiping and hand washing.
- Recognise and write their own name.
- Recite numbers to 5 or even 10.
- Count a group of up to 5 objects.