Infant and Nursery School
A Guide to Nursery

Executive Head: Mrs Alex Lightbown
Head of School: Mrs Helen Kemp

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Our Mission Statement:

We aspire to unlock the full potential of every pupil by Stimulating, Motivating, Inspiring Learning and Enjoyment

SMILE 😊
The Nursery Staff

Mrs Vine and Mrs Hughes
Nursery Teachers

Mrs Sagrott
Nursery Nurse

Mrs Woolmer
NVQ Level 3

Message from our Head of School

Thank you for choosing Watton Westfield Infant School Nursery, where your child will be taught by a qualified teacher. The ratio of children to well qualified staff is low, so your child will receive plenty of adult support and encouragement to begin their learning journey. We have worked hard to provide an interesting, stimulating and safe environment both inside and out, to offer continuous provision for the children.

We are very proud of our Nursery and the children who attend it transfer smoothly into the main school.

We look forward to working in partnership with you to develop your child’s education.

Mrs Kemp
Head of School

Wrap-Around Care

The school offers wrap around care for all children of the school and siblings who attend Wayland Junior Academy Watton. We have a thriving breakfast club from 7.30am to 8.40am and an after school club from 3.15pm to 6pm, as well as offering sessional childcare between 11.30am and 3.30pm for part time children accessing either Nursery or Reception in the mornings whose parents require a full day of childcare. Prices are in alignment with alternative childcare providers and are available from the school office. We accept some childcare vouchers, please ask at the office if you wish to use these. Bookings must be made in advance.

Keeping Up to Date

There are lots of ways to keep up to date with news and event, such as;

- Ensure we have your up to date mobile telephone number to receive text alerts
- Check our school website at www.westfield.norfolk.sch.uk
- Like our FaceBook page at www.facebook.com/wattonwestfieldinfantandnurseryschool
- Follow us on Twitter @Westfield_Sch
Contact Details

When your child joins the school you will be asked to complete an admissions / data collection form including contact details for parents and carers plus any other emergency contacts. Please make sure to notify us of any changes so that we can reach you quickly in an emergency.

We are able to administer prescribed medicines to help children return to school as soon as they are fit to do so. The medicine must be in its original container complete with dispensing label and you must sign a consent form which is available from the office.

Photography and the use of Images

On occasion photographs may be taken of children as follows;
- By school staff for use in displays and learning stories, on the school website, in the local press and on the school’s social media to provide evidence of learning and to show the school and students in a positive light (performances, sports, awards etc), Children may only ever be identified by forename only.
- By photographers acting on behalf of the school for use in displays and publicity material. Children may only ever be identified by forename only.

On the admissions / data collection form you will be asked to give your consent for photographs to be taken. No children will be photographed or images used without consent.

Our sessions are either five mornings or five afternoons per week, however some morning parents choose to pay for additional afternoon childcare if there are spaces available. Some parents may also be eligible for 30 hour funding. Please speak to the office about this.

The session times are;
Mornings: 8.30am to 11.30am
Afternoons: 12.30pm to 3.30pm

On arrival, come to the school front entrance as the Nursery is just on the left as you come into the main school. You will be greeted by a member of the Nursery staff.

If you feel your child will settle more easily with you there at the first session, please stay for as long as you feel necessary. We encourage a gentle start to Nursery by initially building the sessions from one, to two, then three hours during the first three weeks. We can trial shorter sessions for a longer period for some children if necessary.

If someone else will be collecting your child at the end of the session, please let one of the Nursery staff members know so that it can be written down. If there is a last minute change in arrangements, please telephone the school to let us know. We will not allow your child to go home with anyone who is not listed as a contact unless we have been told in advance.

What to bring

- 50p snack money each week (voluntary contribution)
- A change of clothes in a named bag
- You are welcome to leave named wellies in a named carrier bag on your child’s peg
- A water bottle with fresh water in each day (clearly named please so that we can locate you child’s bottle quickly).

All items of clothing, bags, bottles, toys etc must be clearly named.
**A typical day in Nursery**

We begin each session with self-registration and free play to allow all of the children to arrive at Nursery and say goodbye to their parents / carers in a calm and happy manner.

We have a short carpet session, during which the official register is taken. There is always a focus to the carpet session, such as a story or some simple maths concepts.

Carpet time is followed by child initiated activities and some adult-led tasks which take place both inside and outside. The children are free to choose what they would like to do and are encouraged to take part in activities but do not have to do so.

The children have a drink of water or milk and a healthy snack in small groups during the session. There is usually a focus to snack times, such as pouring their own drink or using a knife safely to spread or cut.

There is another carpet session at the end where we have stories, singing and music activities and ‘Show and Tell’.

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**Children with Medical Conditions**

Westfield is an inclusive school that welcomes and supports pupils with medical conditions. We understand that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions. Westfield aims to provide all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

All pupils with medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

Further information can be found from the Children with Medical Conditions Policy on the school website.

Please advise the school in writing if your child has a medical condition, and if they take any regular medication either inside or out of school hours, and we will work with you to ensure your child receives appropriate care.
**Changing Children**

We expect the children to be reasonably independent when using the toilet so please make sure they wear clothes they can manage easily (easy to undo / do up and pull down / up).

The Nursery does not have suitable facilities to change children who wear nappies or pull ups on a regular basis. We would prefer children to be toilet trained, however we will not refuse to take children who are not. Please discuss any concerns with the Nursery staff.

Staff will always change your child if it is necessary at Nursery. It is helpful if all children keep spare clothes on their peg just in case of accidents, spillages or messy play.

**Special Educational Needs and Disabilities**

At Westfield we believe in participation for all. We want all adults and children to participate in learning and we celebrate all members of our community. We want to create an inclusive culture in our school and we aim to be more responsive to the diversity of children’s backgrounds, interests, experience, knowledge and skills.

Further information about our SEN&D provision and our SEN policy is on the school website. Please contact the school office if you would like to arrange an appointment with the SENDCo.

**The Curriculum / Learning**

The teaching is driven through play, as directed by the Early Years Foundation Stage Profile. We provide a mixture of free play, child initiated and adult led activities.

Your child will be allocated a Key Worker, someone who gets to know you and your child particularly well. However, if you have a concern or any questions, all of the Nursery staff will be happy to talk to you.

Your child will have an online ‘Learning Journey’ through ‘Tapestry’. Photos and observations will be added to Tapestry by the Nursery staff and you will be able to view them and make comments. You will also be able to add your own photos and comments so that the Nursery staff can see special moments from home. Further information will be given to you about this.

Your child’s Key Worker will also put together a ‘Special Book’ which will contain any work that they do with an adult and other special moments. At the back of the book, you will be able to find your child’s ‘Next Steps’. The ‘Special Book’ is available to look at on request and will be sent home at various times throughout the year.

The Nursery children are an important part of the school. We use the hall for PE each week and sometimes go in to special assemblies. We also make use of the woods, playgrounds and play equipment to support our learning.

The Nursery children have a school trip to Watton Fire Station and we invite people in from the community to talk to the children about how they help us, for example First Responders, Paramedics and Police Officers.
On a Friday we offer a library service where your child will go to the school library and choose a book to take home. We then ask the children to record their favourite character / part of the story by drawing a picture and you can write a comment if you wish in their reading diary. This is collected in on a Thursday. Book bags are available to order from School Trends via our website.

We have a PE session each week in the main school hall. We take off shoes and socks so please make sure your child wears shoes they can manage easily themselves and please avoid tights if possible. Please remove your child’s earrings on PE days. For your child’s safety we do not have other jewellery or footwear with open toes in Nursery.

To enable us to share the curriculum with you we have a notice board showing what we are doing, so you can help your child’s learning at home. We also send home regular newsletters.

Core Stories

Throughout Westfield, we teach using Core Stories. We try to link as much of the learning to the story to really engage the children and encourage their love of reading and books. The children are encouraged to bring in items from home if they are related to the Core Story. These items will be shared at the end of the session during a short ‘Show and Tell’.

Sickness / Absence

We expect children to attend all sessions, so please telephone the school as soon as possible if your child is unwell or absent for any other reason. We understand that small children sometimes become unwell and we respect your choice as parents and carers to decide whether your child is too unwell to attend. Children should attend if they have a minor cold, tiredness, cough, runny nose, headache or tummy ache. If they are too unwell to stay then we will contact you to collect them. Please be sure to inform us if you change your contact details.

Please do not send your child to school (and for 48 hours afterwards) if they have been vomiting, have diarrhoea or you suspect they may have an infectious disease. If you are unsure, please telephone the school office and they will be able to advise if an exclusion period applies for certain illnesses.

If you know in advance your child needs to be absent, please ask for a ‘request for absence’ form from the office. Head teachers no longer have the authority to allow holiday in term time unless there are exceptional circumstances. The current school policy for Nursery attendance is that if any child’s attendance is below 85% you may be asked to discuss the situation with the head teacher. If a child’s attendance falls below 75%, they may be at risk of losing their Nursery place.