

# Livingstone Nursery

Information Booklet for Parents  
2018/19



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# NURSERY INFORMATION

**Our Nursery address is:** Livingstone Nursery  
Valeside  
Mossley  
OL5 0AP

**Our telephone number is:** 01457 832495

**Our e-mail address is:** [admin@livingstone.tameside.sch.uk](mailto:admin@livingstone.tameside.sch.uk)

**Teachers:** Mrs Karen Dawson

**Our Support Staff:** Ms Ruth McCann  
Miss Amy Murphy

**Headteacher:** Miss Rebecca Willard

**Our statutory 15 hours Nursery hours are:** Monday – Friday, 9.00 am – 12.00 pm

**Our additional 15 hours are:** Monday – Thursday 12.00pm – 3.15pm  
Friday 12.00pm – 2.00pm

## **At Livingstone our aim is**

*“For each and every child to have a truly magical start to their learning career, in a place where they feel treasured and safe, challenged to think, excited to learn, and full of future friendships.”*



# WELCOME

If you have chosen to send your child to Livingstone Nursery it is because you, like us, know that very young children learn best through play.

Your children will be given lots of opportunities to learn through carefully planned play activities, so will be encouraged to approach new challenges with confidence. We will help them to fully explore the things which fascinate them and seek out new avenues of interest.

## How can we help?

- We make Nursery a safe, welcoming and stimulating environment in which your child can develop independence, friendships and the ability to co-operate with others, learning as part of a “team”.
- We provide all the learning opportunities required at the Foundation Stage of Education and, we hope, much more besides.
- We plan our activities to follow children’s interests and support their next steps in learning and development. To do this we conduct regular observations of the children in order to assess where they are and the skills they already have.
- We believe in the importance of learning outdoors as well as indoors. We use the quad to play and learn in every day. We also have a Forest School site attached to the school grounds and children will have regular Forest School sessions. This gives the children a chance to play and learn in a more natural environment. They will do activities such as making nests, looking for creatures, making broomsticks, listening to stories and singing songs.
- We are sensitive to the individual needs of children and always willing to discuss matters which concern you.
- We firmly believe that parents are their children’s first and most enduring teachers. We are very interested in your knowledge and understanding of your child. We want to build upon the wealth of things your child has already learned at home. We maintain an ongoing dialogue between home and school through the home / school books. It is in these books that you will see activities that we have been completing at nursery. It is also where you can let us know about your child’s interests and the things they have been doing with you.
- We will keep you informed of health and general wellbeing issues and your child’s progress. There are three opportunities for a formal parents’ evening to discuss your child’s learning and development but we always welcome you in to share your concerns or for us to share achievements. There will also be an end of year report for your child.



## How can you help?

- You can help your child to enjoy every experience by choosing appropriate clothing. Please don't send your child to nursery wearing anything very special as we aim to get very busy and inevitably this leads to getting wet and dirty!
- You can let us know promptly if your contact details change.
- You can discuss dietary requirements, allergies or medication. We will take care to act appropriately, but we need to know.
- You can tell us if your child is concerned or upset about any part of the day, they may need a little extra help to adapt to the changes they are experiencing.
- You can share your child's day. Let him/her show and tell you what they have been up to. Take your child's pictures home – they are special. Try to display some of their work in your home. Talk about your child's work – be enthusiastic, even if you're not sure what it is!
- You can ask the kind of questions that require more than just one-word answers; if your child brings home something they have made. You could try "How did you do that?" rather than "What is it?"
- You can fill in the home / school book to let us know what children have been doing at the weekends. This will allow us to build on home activities and follow children's interests.
- You can share stories and books with your child. It is really important that children enjoy hearing stories from an early age.
- Read the letters that are sent home via book bags.
- Book bags need to be brought to nursery every day.



## Preparing for Nursery

Children will feel so much more confident if they can:

- Put on their own coat
- Toilet themselves (though we do expect a few 'accidents')
- Wipe their noses
- Put on their own shoes and wellies .... Socks seem more of a challenge!
- Sing a few nursery rhymes and enjoy books.
  - Maybe you could help your child learn to recognise their name.
  - Ask for help if they need it.
  - Drink out of a cup without a lid.

# GENERAL INFORMATION

Nursery runs from 9am – 12pm every day. There are places for up to 26 children.

If parents qualify for the additional 15 hours childcare for working parents, we offer this from Monday to Thursday 12.00pm – 3.15pm and then Friday 12.00pm – 2.00pm. If parents wish their child to stay until the end of the school day on Friday they can pay £5 for this.

## Attendance

Attendance at Nursery is rather like attendance at school – **it is every day and for the full session!** Please try to make sure that your child attends on time and every day. It is important that good habits are established early.

## Absence

Please notify us if your child is to be absent from Nursery on the first and subsequent mornings of absence.

## Behaviour

Here at Livingstone we have high expectations of behaviour and a strong commitment to developing each child's ability to make good choices and to do the right thing. In the Early Years we encourage children to be helpful and to be kind to one another. Rewards such as stickers are used for individuals and we collect 'smileys' in our jar to celebrate 'doing well'. At the end of the week, should the jar be full, we have a class treat.

## Clothing and Uniform

We will provide aprons for painting and water play, but your child will get messy or wet on occasions. We will be having dress-up days during the year, please keep an eye on the notice board and newsletters. Do make sure that your child can do the fastenings on their clothes especially any belts as those buckles have a habit of getting in the way just when they are desperate for the toilet! Please send some spare wellies (labelled with your child's name) to keep at school for those wet days and for forest school sessions. Remember to always bring a coat (we do play out even if it's raining!). We provide all in one waterproof suits for forest school sessions. Please also provide a spare change of clothes in case of 'accidents' or if we get very wet and muddy. These need to be kept in a bag on your child's peg. It would be really helpful if clothes could be named.

We do have a school uniform which we encourage nursery children to wear as it saves their own clothes from being covered in glue or paint or mud from the mud kitchen! The uniform consists of:

Bottle Green Sweatshirt / Cardigan with embroidered logo.

Gold polo shirt (no logo)

Grey trousers / tailored shorts / skirt / pinafore

Grey tights / socks

Black school shoes

There will also be the choice for girls to wear a green check summer 'school' dress in the summer.

gold polo shirt and grey bottoms can be bought from any shop that stocks uniform - Tesco, Asda, Marks and Spencer, Debonair in Ashton and the School Wear shop in Greenfield as they are basic bits of uniform without logos.

The sweatshirt and cardigan are available directly from ourselves at cost price. This is £7.75 for a sweatshirt and £8.95 for a cardigan. Please ask at the school office.



### **Holidays**

As with school, we prefer if you can arrange to take your holidays outside of term time. However, we realise that this is not always possible. Please ask at the office for a 'holiday form'. Please remember that once children are of statutory school age (5 years old), fines can be issued for taking a holiday in term time.

### **Home/school books**

We pride ourselves in the nursery for good parent partnerships. One of the ways we do this is through 'Home/school books'. During the week your child will complete something in nursery to put in their 'home/school' book. This might be a painting, photographs, a craft activity, a new nursery rhyme or song we have been learning etc. The book is then sent home every Friday for you to share with your child. We would appreciate it if you could then complete **one** page in the book with an activity that you have done at home over the weekend and return it to us on **Monday**.

**PLEASE** make sure that the book comes back on a Monday so that your child can share their experiences from home with the staff and their friends at nursery. The children look forward to this activity and it really helps us get to know your child and their interests outside nursery.

### **Ideas of what you could put in your child's Home/School Book:**

- Leaves / twigs collected on a walk or shells from a beach.
- Photographs of an event you have been to
- Tickets from a journey you have been on
- Pictures from magazines
- Leaflets from places visited
- Mark making
- Explanation of a club that your child attends
- Pictures of family members (drawn or photographs)
- Copies of certificates they have received e.g. swimming.



### **Progress**

In order to record how the children are progressing we make detailed observations of what they choose to do and how they're working. These observations and the photos we take are included in a special book called a Learning Journey, which we share regularly with the children and with parents at parents' evenings. Please do come and chat to us if you have any concerns about your child's progress (or indeed any other anxieties about nursery), we always have an 'open door'. At the end of every term the children's progress is summarised and you'll receive a report in the summer term. We are urged to identify, early on, any children who may have additional needs or who may be particularly talented. This enables us to give him/her some extra attention and should not be seen as a cause for parental concern, rather it is a process to ensure that we do the very best for you and your child.

### **Punctuality**

It is really important that your child is on time to nursery. Arriving late can upset children and prevents them from settling down with their friends at the start of the day. It is important that good habits of being in school on time are started right from nursery. It's also really important that parents are here to pick up promptly at the end of the session as this can cause worry to young children.

### **Medicines**

Parents are required by the authority to complete a form giving details of any medication their child needs during the session. Ask the Nursery staff for further details if necessary. All medicines are kept in a locked cabinet.

### **Medical Matters**

If your child has a serious accident or is ill you will be notified immediately – please ensure we always have up to date contact numbers. Please let us know if your child is unable to attend nursery. If your child is suffering from a sickness or diarrhoea bug they must be clear for at least 24 hours before returning to nursery. Head lice happen! Please remember to check regularly and treat if necessary. Remember to let us know if there are any changes to your child's medical information or allergies.



## Snacks

The children are provided each morning with a carton of milk and a piece of fruit free of charge. We also supplement this with healthy extras such as cheese and crackers, toast or crumpets. To pay for this we ask parents for a voluntary contribution of about 10p per day. This is payable half-termly (£3), termly (£6) or annually (£18). We cannot permit children to bring their own snack unless there is a medical reason and we are provided with a note from the child's doctor.



## Starting dates

In September, when we have quite a few new starters, we stagger the start date so that we can get to know the new intake well and settle them into routines efficiently. This usually results in all the children being settled within the first two weeks of term. You will be informed of your child's starting date before the Summer holidays. We have another intake in January for those children who have turned 3 in the previous autumn term; and if we have spaces, another intake at Easter for those that turned three in the previous spring term. On both of these occasions, we only admit children until we reach our maximum number of 26.

Due to the staffing ratios, we are only able to offer the statutory 15 hours to children who start in January or in April. This is the case until they start their full Nursery year in the following September when we will be able to offer the 30 hours to any parent that qualifies.

## Transition to Nursery

This can be a real challenge for some children though others take to the change like ducks to water! Either way, we find that a home visit, made by the teacher, makes a real difference to the beginning of your child's time in school. You can give us valuable information about how your child learns and provides the opportunity for you to raise any questions and concerns you may have. Children seem to love to say, "You've been to my house!" Some children may need a parent (or grandparent) to stay with them for the first few days, others may need to begin by staying for just an hour (while mum or dad nip home for a coffee!) and then we would build up their confidence until they are ready for a full morning. Basically we follow your child's needs and let them lead the way!

## Transition to Reception

Those children that stay on to join the main school and the Reception class generally settle very well as they are already familiar with staff and routines. We ensure that children spend at least a morning in Reception before the summer holidays and the Reception teacher will spend additional time in the nursery getting to know the children in a familiar setting.



## LIVINGSTONE PLAYGROUP

If you do not qualify for the 30 hours of childcare for working parents but still wish your child to benefit from a full day of Foundation Stage Education, you may wish him/her to attend Livingstone Playgroup in the afternoon. We find that the more mature children really enjoy this full day and it prepares them well for starting in reception class.

- Playgroup runs from 12.00 – 3.15 pm. This provides seamless care and education throughout the day for your child in the same environment and with the same staff.
- Fees are £10 per session from 12.00 to 3.15pm.  
Extra hour and a quarter to top up the 30 hours provision until 3.15pm on a Friday is £5
- Regular sessions must be booked for a whole term and paid for in advance for the half term. If we have not received payment by the end of the second full week of term then your child will not be able to stay.
- We have strict adult:child ratios which we have to stick to. Because of this, we have 15 spaces on a Monday – Wednesday and 5 spaces on a Thursday and Friday.
- If we have spaces, we will also take occasional bookings but can only do so if we have spaces according to adult:child ratios. These sessions must be paid for in advance.

- You may buy a school dinner (cost £2.25 per day) or provide a packed lunch for your child. The children eat in the hall with the rest of the school and are closely supervised by their own welfare staff throughout. They then play in the quad supervised by welfare and playgroup staff.



- Your child will be in the care of fully qualified staff who also work in the Nursery in the morning.
- Many parents have found Livingstone Playgroup a realistic alternative to private nurseries. Our care is very much cheaper and our staff members are highly qualified. However we operate only within school hours and during term time.



# The Early Years (EYFS) Curriculum

The EYFS (Early Years Foundation Stage) curriculum applies to children in Nursery and in the Reception year of school.

Learning in the Early Years falls into seven areas of learning. There are 3 prime areas:

- communication and language
- personal, social and emotional development
- physical development.

The other areas of learning are known as the specific areas:

- literacy
- mathematics
- understanding of the world
- expressive arts and design

At Livingstone we deliver the above by planning exciting topics for the children and by following the individual interests of the children. Young children learn best through play (the children think they are playing but we know they are learning!), exploration and first hand experiences. We provide a huge range of activities and learning experiences for them to get thoroughly involved in. Our activities are well planned and appropriate for the needs of each individual child.

The EYFS curriculum is delivered through a mixture of short group sessions; play based learning following the children's interests and focused activities led by adults. Adults also play alongside children using the opportunity to understand what the children already know and moving their learning and development forwards. During the EYFS, a great deal of emphasis is placed on outdoor learning and the children will spend regular sessions outside, learning about their environment and playing with each other, whatever the weather. The children develop vital skills for learning and life, such as listening, speaking, concentration, persistence and learning to co-operate with others and consider others' needs.

At the end of the Reception year, teachers must judge whether a child is meeting the level of development expected, exceeding this level, or not yet reaching this level (emerging). The end of EYFS report will also include a short commentary on each child's skills and abilities in relation to the three key characteristics of effective learning. This will support future curriculum planning and will provide the Year 1 teacher with important information about each child's approach to learning.



# LIVINGSTONE NURSERY AND PLAYGROUP

## Policy summaries for the information of parents and carers

- **Equal Opportunities:** We respect and celebrate the diversity of people. Each member of the Nursery and Playgroup is equally respected.
- **Parental Involvement:** We welcome suggestions and contributions from parents and carers.
- **Medicine:** Parents of children who require medicine during the day must complete a form, available from the office, and follow the Tameside agreed procedure.
- **Collection and unannounced visits:** We are vigilant about handing children to the correct person. If there are changes in circumstances that necessitate a person unknown to us collecting a child, the staff must be notified. Even at the risk of causing offence, staff will refuse access to unknown visitors and collectors.
- **Accidents:** Accidents will be recorded on Accident Cards and the circumstances explained to the parent or carer who will be required to sign the slip. Any accidents suffered at home need to be reported to staff before the session.
- **Child Protection:** If anyone involved in the Nursery or Playgroup has reason to suspect a child is suffering abuse the matter will be reported to the Headteacher, who will take any necessary action.
- **Complaints:** If parents or carers have a complaint they may discuss it immediately with a member of staff, take their complaint to the Headteacher or put their complaint in writing and leave it at the school office, from where it will be passed to the relevant person.
- **Illness and Infection:** If you know your child is ill please do not bring him/her to Nursery or Playgroup. If your child is taken ill during the day we will telephone immediately and ask you to collect your child. Our aim is to prevent the spread of illness.
- **Behaviour:** Children are expected to behave appropriately and to respond sensibly and sensitively to a range of situations.
- **Admissions to Reception:** Please note that a place in Nursery does not guarantee a place in Reception. Places in reception are allocated by Tameside after parents have applied online in January.

# LIVINGSTONE PRIMARY AND NURSERY SCHOOL

## NURSERY ADMISSION FORM

Your child's full name: .....

Gender (please delete): Male/Female                      Date of Birth: .....

Parent's name: ..... Parent's Date of Birth .....

Address: .....

.....

Post Code: ..... Telephone Number: .....

Email: .....

Ethnicity: ..... Home Language: .....

### Parent/Guardian Details

(Please include anyone who has parental responsibility for the child)

Name: ..... Relationship: .....

Telephone Number: .....

Name: ..... Relationship: .....

Telephone Number: .....

Is there anything special (medically, dietary, learning needs or otherwise) that we need to know about your child? Are there any agencies involved with your child e.g. Health Visitor, Social Worker – please provide contact names and telephone numbers.

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Thank you for choosing our Nursery for your child; we will do our very best for him/her and look forward to a happy and successful relationship with you and your family. Please remember that you can contact us in person, by telephone or by email.

**PLEASE NOTE THAT A PLACE IN NURSERY DOES NOT GUARANTEE A PLACE IN SCHOOL. YOU MUST REGISTER SEPARATELY FOR A SCHOOL PLACE.**