

Livingstone Nursery

Information Booklet for Parents
2023/24



Contents

Information	3
Welcome	4
How can we help?	4
How can you help?	5
Preparing for Nursery	5
General Information	6
Attendance	6
Absence	6
Behaviour	6
Clothing and Uniform	6
Holidays	6
Home / school books	6
Progress	7
Punctuality	8
Medicines	8
Medical Matters	8
Nut Free School	8
Snacks	8
Starting Dates	8
Transition to Nursery	9
Transition to Reception	9
Top up Nursery Hours	9
Wrap around care	10
School Spider	10
The Early Years Curriculum	10
Policy Summary	11
Admission Form	13



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

Teachers: Mrs Karen Dawson & Mrs Katy Miller

Our Support Staff: Miss Melanie Noble

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 – Friday 12.00pm – 3.00pm

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. This will include 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 use of a SeeSaw app which you will receive a log in for.

- 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 ensure your child is toilet trained before they start Nursery.
- 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?"
- Let us know on SeeSaw 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 and email.
- 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') and wash their hands
- 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

Statutory 15 hour 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 Friday from 12pm – 3.00pm.

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 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 £9.40 for a sweatshirt and £10 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 will be issued for taking a holiday in term time.



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. 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 Local 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. It's best if we have at least two emergency contacts. 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 48 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.

Nut Free School

We have a child who attends our school who has a life threatening allergy to nuts and sesame. We therefore ask that parents do not send any items containing nuts or sesame into school as part of a snack or a lunch. Thank you for helping us to keep all children in our school safe.

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.

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!". We will work with you to try to make the start in Nursery as smooth as possible.

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.



Top-up Nursery hours

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 to pay for additional afternoon hours. We find that the more mature children really enjoy this full day and it prepares them well for starting in reception class. Provision is available from 12pm – 3.00pm Monday to Friday and costs £13 per session. This provides seamless care and education throughout the day for your child in the same environment and with the same staff.

Regular sessions must be booked and paid for in advance. We will also take occasional bookings when extra child care is needed and these sessions must be paid for in advance.

You may buy a school dinner (cost £2.68 per day) or provide a packed lunch for your child. The children eat in the nursery and are closely supervised by staff throughout. After lunch, they play out in the quad.





Wrap Around Care

Little Stones before and after school club is based at school and offers childcare for children from our school from 7.30 – 8.55am and then from 3.15 – 5.30pm.

7.30am – 8.55am costs £6.75

8am - 9am costs £4.50

3.15-4.15pm £4.50

3.15pm – 5.30pm £9

Sibling discount will be available - please ask for information.

Little Stones is based in the hall in the mornings and a classroom or the hall after school.

It is run as a separate business so please contact Emma Morgan on 07578 482 889 to discuss this or book a place. Parents are welcome to use this on a regular basis or as and when the need arises.

School Spider

Once your child has started with us, you will have a log in for School Spider. This is an app that we use in school to minimise the collection of paperwork. It is through this app that you will be able to buy uniform, book parent's evenings, give permission for an educational visit, pay for visits, book tickets for performances and purchase other items.

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

Policy summaries for the information of parents and carers

- **Equal Opportunities:** We respect and celebrate the diversity of people. Each member of the Nursery 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 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. 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.