

# Kingsfield First School



*Part of the*



## Nursery Information Booklet 2017/2018



## GENERAL INFORMATION ABOUT OUR SCHOOL

### The Name and Address of our School is:

Kingsfield First School  
Gunn Street  
Biddulph  
Stoke on Trent  
Staffordshire  
ST8 6AY

**Telephone:** 01782 973800

**E Mail:** [office@kingsfield.staffs.sch.uk](mailto:office@kingsfield.staffs.sch.uk)

**Website:** [www.kingsfield.staffs.sch.uk](http://www.kingsfield.staffs.sch.uk)

### Executive Head Teacher

Mrs A. Rourke

### Associate Head

Mrs R Butler

**Foundation Stage Manager** Miss R. Fenton

**Nursery Teacher:** Mrs A Cheetham

### Nursery Morning Session Times

Monday-Friday: 8.45am - 11.45pm



## ParentPay - [www.parentpay.com](http://www.parentpay.com)



At Kingsfield we do not collect cash from parents. All payments for dinners, trips and our Care Clubs are paid via a website called ParentPay. Please refer to the separate information in your induction pack regarding Parent Pay. If you do not have access to the internet at home we can provide you with a bar code to pay at a variety of local pay stations. You will be provided with your username and password later in the term.

## Medicines & Inhalers in the Nursery

If your child is prescribed medication to be taken 3 times a day we recommend that this is administered by you before school, after school and at bed time. However if the dose is prescribed to be taken four times a day we will administer one of the doses during school time but it must be a prescribed medicine with the pharmacist's label on the bottle and your child's name on. Parents must visit the school office with the medicine so that the medicine can be stored securely and to complete a Medication Consent Form. We cannot administer medicines without a consent form.

## Induction - Taster Session

We would like to invite our new Nursery children to visit us. Children will be able to meet their new Nursery friends and become familiar with the Nursery classroom. Parents can talk to our Nursery staff about their child and ask any questions about our Nursery department. There will be tea and coffee provided in a separate area so that you will have the opportunity to leave your child with us for a short amount of time and meet the other parents.

**We will write to you to let you know about the dates and times of these sessions.**

## Parents as Partners

We would like to emphasise that by working in partnership we can make your child's time even more successful and rewarding. We will keep you informed of our learning activities via our weekly newsletter, text messaging and our website. You will also receive the school's main newsletter every Friday which is also available on the school's website.

Throughout the year we hold parent workshops and give you some ideas of how you can help and support your child with his/her learning at home.



## Welcome to Kingsfield First School



We are delighted that you have decided to send your child to our school nursery. We look forward to working with you to ensure your child feels both happy and safe and also thrives developmentally and academically.

Kingsfield First School is part of The Learning First Federation which is a partnership with Reginald Mitchell Primary School, Kidsgrove and Knypersley First School, Biddulph.

The Learning First Federation will provide outstanding educational and learning opportunities by knowing our children well and understanding their needs. It will develop each child to their full potential by offering

### Our School aims for pupils

- \* To achieve high standards in all areas of the curriculum.
- \* To be highly motivated life-long learners.
- \* To be flexible and adaptable for the modern world
- \* To have alert and enquiring minds, a spirit of curiosity, qualities of creativity and imagination, resulting in a love of learning
- \* To have high levels of self-esteem, respecting themselves, others and the environment
- \* To have the ability to adapt to change and the skills to meet the needs of a rapidly changing world
- \* To respect religious views, moral values, other ethnic backgrounds and ways of life
- \* To work independently and collaboratively, having an understanding of themselves as learners

### Our values and beliefs:

#### Self-help

We will help each other whilst helping ourselves by working together

#### Self-responsibility

We will all act responsibly and play a full part in our school

#### Democracy

We will all have a voice

#### Equality

We will have equal rights and benefits (according to our contribution)



## Nursery Organisation

The daily curriculum on offer is carefully planned to promote our children's enthusiasm, curiosity, love of learning and personal development. The children are provided with experiences to learn through very personalised and purposeful play via adult led and independent learning opportunities.

### The curriculum is planned around the following areas:

- **Communication and language development** involves giving children opportunities to experience a rich language environment. To develop their confidence and communication skills.
- **Physical development** involves providing opportunities for young children to be active and interactive. The children will develop their fine and gross motor skills. We help children to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves and others. They learn to form positive relationships with their peers and develop respect for others. In this area, the children also learn about boundaries and expected behaviour.
- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials to ignite their interest. Writing opportunities are also integrated into other of the curriculum.
- **Mathematics** involves providing children with opportunities to develop and improve their basic skills in counting and understanding of number as well as gaining a knowledge of different shapes. Mathematics is made extremely practical and is planned for in the children's play.
- **Understanding the world** involves guiding children to make sense of their physical world and their community around them through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



## IMPORTANT

You will be required to complete a Parental Declaration Form when your child starts at Kingsfield. If you qualify for the 30 hours provision you will need to submit your code to us on the form. This form will need to be checked and signed at the beginning of each term by all parents to confirm any changes to details or circumstances. You must apply for the 30 hours provision BEFORE the start of the term within which you wish to use it. For example if your child starts in September you must have applied before the end of August. The code will then need to be reviewed on a regular basis. The HMRC will contact you directly advising you when the code is due to expire and requesting you confirm details. Your code will remain the same, you do not need to inform us when it has renewed, we check code eligibility on a regular basis however you will need to inform us immediately if eligibility is withdrawn.

### How it will run here at our school

Our current sessions are:

**Monday—Friday AM** - 8:45am-11:45am (15 hours)

**Monday—Friday PM** -12.00pm -3:00pm (15 hours)

If you access the 30 hour entitlement here at Kingsfield First School, then you would have 2 options over the lunch time period. They are;

**Option 1:** You can pay for a school lunch for your child at a cost of £2.40 per day

**Option 2:** You can send your child in with a packed lunch from home.

## The Nursery Day at Kingsfield

9.00am	-	Registration
9.10am	-	Phonics
9.30am	-	Teaching focus (different focus daily)
9.45am	-	Guided activity & child led learning
10.30am	-	Play time
11.15am	-	Mathematics Challenge
11.30am	-	Story & Reflection Time
11.45am	-	Home Time

(if your child attends the afternoon sessions this timetable will be repeated)

## Password system

When your child starts in the Nursery we will ask you to set up a unique password for your child. If someone unknown to the school comes to collect your child, and our staff do not recognise them they will be asked for the password before staff let the children go.

**OUR SCHOOL PROVIDES 30 HOURS FREE CHILDCARE FOR 3 AND 4 YEAR OLDS\***  
(Subject to eligibility)

**IMPORTANT PLEASE READ CAREFULLY**

Currently **all** children are entitled to access the universal 15 hours each week which commences the term after their third birthday and continues until they start Reception.

However **some** children will be entitled to the 'new extended 30 hours provision', (which is the universal 15 hours plus an additional 15 hours). This will be offered from September 2017.

The application process for receiving the extended entitlement is through something called 'The digital childcare service'. Therefore parents/carers wishing to access the additional 15 hours free childcare entitlement from September 2017 will be able to apply using the following link:

<https://childcaresupport.tax.service.gov.uk/par/app/applynow>.

**Eligibility**

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £120 if you're over 25

You're **not** eligible if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a taxable income **over** £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

**Please note places at Kingsfield First School are limited and can only be used for morning or afternoon sessions in our Nursery to coincide with the universal 15 hours already being provided. E.g. if your child is given a morning place in our nursery group they can attend the afternoon session using the 30 hours entitlement if eligible.**

Parents/carers do not need to do anything further if they just want to access the universal 15 hour entitlement for three and four year olds (every morning **or** every afternoon).

**If you are eligible for 30 hours you will be given an 11 digit 'eligibility code'. You need to enter this code along with your child's date of birth and your National Insurance number on the Parental Declaration form, in order to claim the 30 hours.**



**Special Educational Needs**

The needs of each and every child will be met by the Early Years Foundation Stage as much as they can. However, if our staff identify anything which concerns them, they have a duty of care to inform you and discuss this in further detail privately. Your child may then be supported via interventions or via encouraging external agencies to support where needed. Mrs Tomlinson is our SEN & inclusion Leader, she meets with our EYFS staff on a regular basis to support them and assist them with any children who have individual needs.

**Assessment**

The Nursery staff will complete a 'Learning Journey' for each child. This is in the form of a scrap book and includes photographs and samples of work the staff class as 'wow' moments for your child. Some of the children's guided work will also be evident in here.

We also use an online assessment tool called '2 Simple' this allows us to observe and take photographs of the children and link them to the curriculum strands they are secure in. When your child begins their time with us, you will be asked for your email address so we can share these observations with you, as we feel it is important to share their achievements no matter how big or small. You will be informed of your child's progress through reports and parents evenings.

**Pastoral**

Should the Nursery staff need to speak to you about your child they will do so in confidence at the beginning or end of each session. Alternatively, the nursery like the rest of the school have a 'Parent drop-in' session on a FRIDAY 3.00pm-3.30pm for parents to ask any questions or queries they may have. If you have any worries or concerns please approach a member of staff or phone the school to arrange an appointment.

**Uniform**

Our school uniform is :

Boys- grey trousers, white polo shirt and navy blue school jumper.

Girls- grey trousers or skirt, white polo shirt and blue school jumper/cardigan.

In the summer time, girls can wear blue gingham dresses and boys grey shorts.

**please write your child's name in all items of clothing and their shoes.**

Earrings must be removed by the parent for sporting activities so we ask you to think carefully before having your child's ears pierced. If this is something you wish your child to have done then please do so at the start of the 6 weeks summer holiday.