



Welcome to Saxon Nursery



The nursery is an integral part of the wider Saxon community, working alongside our reception year groups and supporting children in taking their first steps towards being school-ready.

Our Provision

Our Nursery children follow the Early Years Foundation Stage Curriculum in an engaging, creative, friendly and encouraging environment.

This child-led approach allows for 'teaching alongside' as well as direct adult-led activities, such as learning to count, sounds and letters. Children follow the phonics programme, 'Little Wandle Foundations Programme'.

Session Options

Our Nursery offers 15 and 30-hour places. As you are probably aware 15 hours is free, to parents of 3-year-old children, and it is funded by the government.

Whilst offering the allocated number of 15-hour government funded nursery places will take priority, if spaces allow, there may be an opportunity to offer 30 hours childcare.

This could be either offered to parents claiming 30 hours free childcare or parents who may want to fund the additional 15 hours themselves.

The nursery offers three separate sessions. These are:

Option 1 – Woodpeckers (15 Hours) - Monday & Tuesday 8.30am- 3.00pm, Wednesday 8.30am – 12.00pm



Option 2 - Kingfishers (15 Hours) - Wednesday 12.15pm - 3.00pm, Thursday & Friday 8.30am- 3.00pm



Option 3 - 30 hours – Monday, Tuesday, Wednesday, Thursday and Friday 8.30 - 3.00pm

Key Person

Your child will be assigned a key person once they begin at the nursery. This practitioner will support your child initially with settling in/transition and then continue to support and build up a relationship with you and your child as well as any other professionals that may be involved with your child's care. They will respond to your child's needs, helping them feel safe and secure in their new environment.

Your key person will carry out observations and maintain a learning journey for your child. This all helps to build a picture of their current stage of learning and development, understand their interests and plan for future learning opportunities. This information will be shared with you.

Daily contact will be maintained with you throughout your time at Saxon nursery by your key person. Please pass on any relevant information each morning such as how your child slept, have they eaten breakfast, any trips or falls they may have had at home, including any injuries and how they occurred, any medication they have been given and at what time etc. This all helps to gain an idea of your child's needs on that day. This also enables a close, secure adult-child relationship, which is critical for early development. However, we will ensure that children build close relationships with all the nursery staff.

Lunch

Children will be expected to bring a packed lunch with them and two healthy snacks, one for the morning and one for the afternoon. Children will also need a water bottle. On a Wednesday, children will eat their lunch at home if they are not attending for the full day.

General Communication

Emails - Letters, messages and reminders are mainly sent by email. Please inform the school office if you change your email address. These can be sent to both parents if we have both email addresses.

Text Messages - Reminders are sometimes sent by text message. Please inform the school office if you change your mobile number. These are usually only sent to the main contact parent listed as 'Priority 1' on our system. Parents are able to nominate their Priority 1 and Priority 2 contacts.

Letters – The majority of letters are sent by email; however, paper copies may come home occasionally. Please check your child's Book Bag regularly as there may be letters from the school and information leaflets about upcoming events.

Newsletters - The Newsletter is produced every week and a copy is sent home via email as well as being available to view on the school website. The Newsletter tells you everything you need to know and therefore it is very important that you take the time to read it every week.

Meeting with Staff – Saxon Nursery takes a positive approach to supporting children and believes that the majority of situations are best resolved quickly and efficiently by discussing any concerns with a member of the Nursery staff, or preferably your child's assigned key person. For a longer discussion or to speak to a member of the Senior Leadership Team and the Nursery Manager, it is essential that an appointment is made in advance by telephoning the school office. It is most helpful if a letter or email is sent setting out the concerns so that these can be given some attention prior to the meeting.

Online Learning Journal

We use the online tool 'Tapestry' to support us in creating strong relationships with families. In collaboration with each child's family, we create a child's learning journal, sharing the learning that happens at home and in the setting.

Through this we are able to:

- Create a picture of each child's unique development
- Support families with playful learning at home

- Record and share each child's daily care routines
- Use quick and simple communication tools to stay in touch
- Celebrate children's development with parents and carers using a consistent report format.

You can access Tapestry or download it as an app and log in to your child's learning journey using your own password. This will all be shared with you once your child has started in the Nursery.

Uniform

One of the areas that parents and visitors often comment on at Saxon is how smart our children look in their school uniform. The children in Nursery also wear a uniform.

Non-gender specific

White round neck PE T-shirt with printed school logo

Plain black leggings, joggers or shorts

Saxon green v neck sweatshirt or cardigan

Velcro fastening trainers

Saxon book bag (Please no backpacks) (**Named**)

Welly boots for outside (**Named**)

Water bottle (**Named**)

Please can all clothing be named.

We have chosen KS Teamwear as our supplier and hope that you will be pleased with both the quality and service. The nearest branch is:

KS Teamwear

201-203 Laleham Road

Shepperton

Middlesex

TW17 0AH

TEL: 01932 267 477

Website: <https://www.ksteamwear.co.uk/schools-and-universities/>

However, it is not compulsory to purchase from KS Teamwear, we are happy for pupils to wear uniform in the correct colours without the logo.

Please can you ensure that spare clothes are provided, including spare tops, trousers, underwear, socks and shoes etc. Please ensure enough nappies are provided for your child. We will have wipes but if you have a preference on the types of wipes that are used, please consult your key person to let them know you will be providing these.

Attendance

We believe, and research shows, that children who attend regularly are given the greatest opportunity to learn, develop their skills and thrive. Children who frequently miss sessions are less likely to achieve their potential.

Parents will be able to drop at the Nursery building front door from 8.30am and will be able to collect from the same door.

Signing In/Out

Any child arriving at Nursery after morning registration (9.00am) must be signed in at our main reception, giving a reason for the late arrival. Access is via the main entrance and parents will need to press the intercom and the office will admit you. Adults must accompany their child to the office.

Children leaving nursery during the nursery day must be signed out at the school office by a member of staff prior to your child leaving.

You are asked to telephone the school before 9.30am to inform staff that your child will not be in and give a reason for absence. If we do not receive a call before 9.30am, a member of the school office staff will telephone you to find out why your child is not in Nursery.

Behaviour

We expect the children to behave in a reasonable manner - to be courteous and considerate towards others. Children are constantly reminded to consider the consequences of their actions on themselves and others. We expect families to work with us in enabling the children to manage their behaviour in a way that is constructive and conducive to a positive learning environment.

Our Behaviour Management Policy is characterised by an emphasis on the development of self-control; the need to manage feelings in a way that enables positive choices to be made; the consequences of actions – both positive and negative. It is based on the principles of restorative justice and uses restorative approaches at the heart of its philosophy.

At Saxon Nursery we follow a ‘Stay on Green’ system which focuses on positive behaviour and rewarding children for making ‘green’ choices such as good behaviour for learning, displaying good manners, listening to and following instructions and promoting positivity in their relationships with others.

Individuals’ behaviour is also recognised with the opportunity to earn silver and gold awards, with children achieving Gold being awarded with a Golden Leaf, which is displayed on the Golden Leaf Tree.

Poor choices result in a warning and continued poor behaviour results in a time for reflection where children are expected to think about the harm that has been caused and how they can repair this and put things right. Nursery staff look for every opportunity to capture the children following expectations and to give them the opportunity to feel successful and to recognise their green behaviour.

For more information, please see the separate Stay on Green leaflet.

Medical and Illness

If your child is ill during the nursery day they will be cared for by their key person or another member of the nursery staff. A decision will then be made as to whether the child needs to go home or is well enough to stay in nursery.

Please inform the nursery if your child contracts an infectious or contagious disease; these include chicken pox and mumps, which can have serious implications for other pupils and staff.

Guidance from NHS UK: Vomiting and diarrhoea. Children with diarrhoea and/or vomiting should definitely be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, but if symptoms persist, consult your GP.

Where possible the need for medicines to be administered at nursery should be avoided.

If your child requires medicine to be administered during the nursery day, such as an inhaler, skin creams etc a form, available via the school website and the school app, must be completed and submitted to the office.

Volunteers

We welcome volunteers and encourage any family member who would like to support in school to sign up for the Volunteer Induction Programme which consists of Safeguarding training and an introductory session to enable family members to feel confident in their role. A DBS check will also be required.