



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' and the White Rose scheme for Maths.

Session Options

Our Nursery offers 15 and 30 hour places.

For children aged 2 years

2 year olds can get **15hrs** of free government-funded childcare per week (usually for 37 weeks a year) at our nursery.

There are two main ways a 2-year-old may qualify:

Early Learning eligibility - Some families qualify if they receive certain benefits such as Universal Credit on a lower income, Income Support, or if the child has additional needs or is in care.

Working Parents scheme - Eligible working parents can get childcare from the term after the child turns 2.

30 Hours Offer

If there are spaces, eligible working families can apply for 30 hours of childcare at our nursery for 37 weeks a year, to use for the term after the child turns 2 until they reach school age.

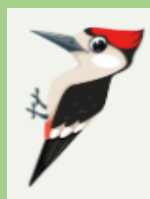
For children aged 3-4 years old

All 3-4 year olds are entitled to 15 hours of free childcare or early education per week for 37 weeks a year at our nursery. This starts from the term after they are 3.

Some working families can also get an additional 15 hours (making 30 hours in total) if they meet income and work requirements.

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.

PLEASE PROVIDE:

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. We ask that nuts, including peanut butter and nut based chocolate spreads are not included in the lunch. Chocolate bars and sweets are also not allowed and drinks should be in a plastic bottle or carton. All grapes, blueberries olives and cherry tomatoes must be cut to avoid choking. Children will also need a named water bottle. This should be filled with fresh water and will be returned at the end of each session On a Wednesday, children will eat their lunch at home if they are not attending for the full day.

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 (no laces)
- Saxon book bag (Please no backpacks) (**Named**)
- Puddle suit (**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 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.

A coat suitable for the weather. For winter the coat needs to be warm and waterproof as we are outside a lot. In the summer a light weight jacket and a named hat for sun protection.

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.

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.

Text messages on Tapestry – On occasions the nursery team may send a message through Tapestry.

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.

Passwords – Due to safeguarding procedures, we ask parents to provide the school office with a password. If your child has to be picked up by someone other than yourself they will have to provide the password to the nursery team, they will check the password and if it is correct the child will be allowed to be dismissed to that adult. If a password has not been passed on to a member of the nursery team at dismissal the child will **not** be allowed to leave the nursery until we have had a message (written or verbal)

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.

The nursery will send you an activation code and you can then 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.

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 the nursery after morning registration (8.40am) 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, a member of staff will then escort them over to the nursery.

Children leaving nursery during the nursery day must be signed out at the school office by a member of staff prior before heading over to the nursery. A staff member from the nursery will double check that you have signed your child out.

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.

Drop off/ Pick up

We ask parents/caregivers to queue up in an orderly line by the side of the nursery entrance. This allows the entrance area to be clear for the children and it allows the staff to visibly see all adults outside.

Due to safeguarding procedures, we ask parents to drop their children off at the nursery door and not enter the building. Members of the nursery team will be at the entrance door to greet you and support your child to come in. We will always call you after they have been dropped off if they are experiencing unhappiness coming in.

Pick up, the nursery team will support your child with their belongings and dismiss your child at the entrance door.

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 in the nursery.

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.

SCHOOL CONTACT DETAILS

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