



THE COTTAGE NURSERY
ST HUGH'S

THE COTTAGE NURSERY HANDBOOK



2020-2021

Nursery Values Tree



Kindness • **Respect** • **Independence** • **Collaboration** • **Courage** • **Curiosity**



Welcome to the Cottage Nursery at St Hugh's

We hope you will find this handbook useful during your child's time at the Cottage Nursery. Its purpose is to give you a flavour of nursery life and to help answer any questions you may have during this time.

In Preparation:

To help your child's confidence in day to day nursery life, please encourage:

- independent dressing and undressing
- putting on and fastening of outdoor clothing
- putting shoes on the correct feet
- correct use of a knife and fork
- using a handkerchief or tissue efficiently
- sharing toys and being able to take turns fairly
- helping with tidying up after activities

**children must be fully toilet trained*





During the first week at nursery, we will be sharing lots of stories together. These will include:

The Very Hungry Caterpillar by Eric Carle
Each, Peach, Pear, Plum by Janet and Allan Ahlberg
The Tiger who came to Tea by Judith Kerr
We're Going on a Bear Hunt by Michael Rosen
Five Minutes Peace by Jill Murphy

We would be delighted if you would like to share these books at home during the holidays so that your child is familiar with them and this will build up a connection between home and nursery life.

The term before your child starts at the Cottage Nursery, they will receive a greeting card through the post welcoming them to St Hugh's from the nursery team and a short 'All about Me' questionnaire. Please spend a few minutes filling this in with your child, ready for the start of his or her first term.

Our Aims during the First Few Weeks

During the first few weeks of nursery, our aim is to provide a smooth transition between home and school so that your child can settle happily and quickly into their new environment. Attending a new nursery for the first time can be a daunting experience and the nursery staff are very aware of this. With this in mind, we have created a warm and homely atmosphere to which the children can easily adapt.

Every morning the nursery team will welcome each child into the Cottage and help them to settle into a simple activity, for example, some colouring in, a piece of construction or joining in with some jolly singing! It is always best to say a cheerful but quick goodbye to your child before you leave and most children, once occupied, will quickly settle into the nursery day.

If your child is upset when you leave them one of the nursery staff will telephone you when convenient to let you know how your child has settled and that all is fine. Alternatively, please feel free to telephone us any time on the Cottage Nursery extension number 01367 870718.



Security:

At the start of term, you will be asked to fill in a form with the names of all the adults who may collect your child from the Cottage Nursery. Should you wish to change these arrangements or add a name to the list, you will need to complete a collection slip, available from the nursery notice board and then give it to one of the nursery team at the start of the session.

It is important to note that we do not allow children to leave the nursery with a non-designated adult or with another child. Should a parent, in an emergency, be unable to collect their child at the appointed time the child will be taken to the main entrance hall of the Manor House where they will be supervised until collection.

Uniform:

A comprehensive nursery uniform list is to be found at the back of this handbook. Please label all clothing, including underwear and footwear, so that items can be found and quickly returned.



Our Daily Routine

Larks: If you need to drop off your child to nursery before 8.30am, then we offer a Larks session from 8am. To accommodate the age of nursery children, we ask that you book your child in by the Friday before the week commencing your request (this is to ensure correct adult supervision is in place.) Please take your child to the Pre-Prep Library (if booked in) and one of the nursery team will be there to supervise the session before the nursery day starts.

The nursery day starts between 8.30 – 8.40am (enabling you to drop off any older siblings first). There will be activities laid out for the children to settle into straight away.

At 8.40am the register is taken and then morning activities begin. These vary each day so that if your child is attending different sessions in the week, they will experience all the seven EYFS areas of learning.

At 9.30am the children will sit down for a snack. Milk or water is also offered at this time.

At 9.45am it is morning break outside (although the outdoor classroom is accessible all day) and at 10.15am the children return inside to have Focus Time with the nursery teacher.

At 11.25am the children will have lunch in the dining hall. They will sit in small groups and one of the nursery team will serve the food and host a table. This is also a great opportunity to encourage good table manners!

The morning session finishes at 12.15pm and children should be collected from the nursery classroom at this time. Children staying all day, and those attending the afternoon session, will then have a rest-time. This could be a story or listening to some music. At 12.45pm there is a lunchtime play.



At 1.15pm afternoon activities will be set up. Again, this will vary from day to day to meet all areas of the curriculum. The afternoon snack is served at 2.30pm and the nursery day finishes at 3.30pm. (3.25pm pick-up is available for parents with older siblings in Pre-Prep).

Lunches and Snacks

We are very aware of the need to promote healthy eating. Therefore, nutritious lunches and snacks are made each day by the catering staff and the children are encouraged to try new tastes and textures. Where possible, the children will be involved in preparing their own snacks and, of course, - the best bit - tasting them!

If your child has any special dietary needs, please inform the matrons in writing and ensure that one of the nursery staff is also aware. The catering staff will then provide appropriate, alternative meals.

Before your child starts in the Cottage Nursery you will be asked to fill in some forms. One of these will be whether you would like your child to have a cup of milk during morning snack-time. Please complete and return this form so the correct number of milks can be pre-ordered. If you do not require milk, then you may bring in some juice or a piece of fruit for your child each time they attend. (A soya milk/ carton of juice will be provided by the school if there is intolerance to milk.)



In addition to this, we ask that every child has a named water bottle in nursery so we can encourage our motto 'Drink to Think' throughout the day. The nursery staff will wash and refill these everyday so the bottle may stay all year.

Absences

If your child is absent, please telephone the school receptionists (01367 870700) on that day explaining the reason for the absence. The school is bound by government regulations concerning school registers and every unauthorised absence has to be recorded. A letter to the Head of Nursery is expected if a prolonged absence is required.

If your child arrives after 8.50am, when registers are closed, please inform the school receptionist that your child is in school so that the record can be updated.

Home/Nursery Liaison

The school website can be found at www.st-hughs.co.uk and provides a wealth of information about the nursery and the school. The school calendar, nursery's curriculum planning, lunch menus and contact details are all easily accessible here. Should you wish to contact a member of staff, all school email addresses are formatted 'surname first initial'@st-hughs.co.uk (e.g. Netty Lings is lingsn@st-hughs.co.uk).

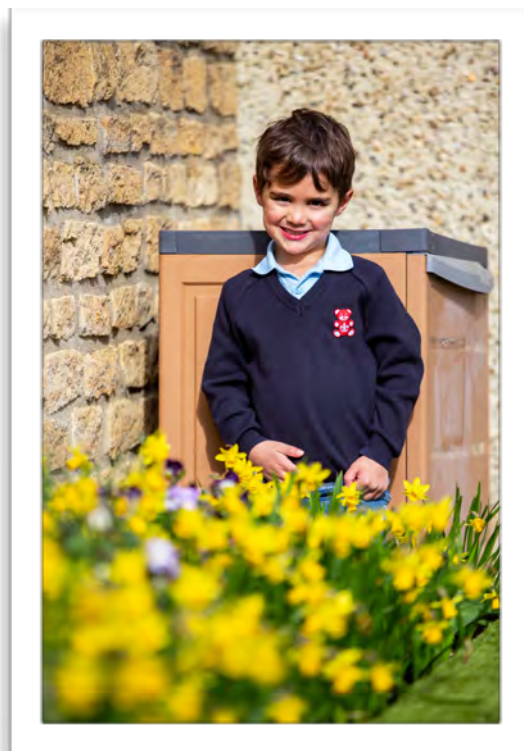
The Swan newsletter is produced termly. This publication features many photographs of activities and gives a flavour of school life from Nursery to Year 8.

The Cygnet weekly news is sent out to parents via email each Friday. This reports all our week's fun events and will note any forthcoming activities. There is also a section of weekly nursery photographs to enjoy with your child.

Our Home/Nursery Diary is also a useful means of communication as it will include information about activities enjoyed by your child that day and reminders of any forthcoming events. Therefore, it would be most helpful if you would check the diary each day. The diary will be sent home in your child's book bag, which will need to come to nursery each session your child attends.

Stay and Play Sessions

A Stay and Play session will be held each term. This is a wonderful opportunity for the children to show you around the nursery and enjoy spending time together in the nursery environment. Nursery's Stay and Play sessions run from 8.30 - 9.15am and the day on which they are held will change each term, to enable as many parents as possible to attend. Younger siblings are most welcome to attend at this time too.



Children's Profiles

Regular observations and daily records of your child's learning and development, including your child's Development Matter's stages, are kept, as these closely inform our nursery planning and children's current interests. These are all contained in your child's on-line Tapestry Learning Journey and will be discussed at Parent/Teacher meetings. This document is kept by the Head of Nursery and you may have access to it at anytime.

A parent portal will be opened during each term and left open during the school holidays for parents to add photos and observations of their own. Your child's personal file is available on written request to the Headmaster.

School Policies

The following policies are available on the St Hugh's website or from the School Office:

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Assessment Policy
- Behaviour for Learning Policy
- Complaints Procedure
- Covid-19 Risk Assessment Policy
- Curriculum Policy
- EAL Policy (English as an Additional Language)
- E-Safety Policy
- Exclusion Policy
- EYFS Policy
- Equal Opportunities Policy
- First Aid Policy
- Health & Safety Policy
- Privacy Notice
- Recruitment Policy
- Risk Assessment Policy
- Safeguarding Policy
- Safety and Supervision on Visits Policy
- SEND Policy (Special Educational Needs and Disability)
- Storage and Retention of Data Policy
- Taking, Storage and Using Images of Children Policy



The Nursery Curriculum

There are four principles in the revised Early Years Foundation Stage (EYFS). These four guiding themes underpin effective practice in the EYFS:

A Unique Child

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive relationships

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling Environments

The environment plays a key role in supporting and extending children's development and learning.



Learning and Development Children develop and learn in different ways and at different rates. All areas of learning and development are equally important and interconnected.

The EYFS also sets out provision for learning and educational programmes. These are broken down into three Prime Areas and four Specific Areas of learning. These areas of development are in line with the Department for Education (DFE) guidelines and include:

The Prime Areas

- Personal, Social and Emotional Development:** self-confidence and self-awareness; managing feelings and behaviour; making relationships
- Communication and Language:** listening and attention; understanding; speaking
- Physical Development:** moving and handling; health and self-care

The Specific Areas

- Literacy:** reading and writing
- Mathematics:** numbers, shape, space and measures
- Understanding the World:** people and communities; the world around us; technology
- Expressive Arts and Design:** exploring and using media and materials; being imaginative

With all this in mind, fun and exciting activities are planned on a daily basis following the curriculum. It is very important at the Cottage Nursery that all children are carefully taught, supported and challenged in each of these seven areas of their development.

Every effort, therefore, is made to provide stimulating and interesting resources which will ensure that all children are confident and motivated to reach their full learning potential and meet their Early Learning Goals by the end of the Reception year.

Key Workers: A team of experienced teachers and teaching assistants staff the EYFS department. Each child has a 'key person' who, in this setting, is Mrs Netty Lings (Head of Nursery). She is the first point of contact for the child, and his or her parents and is supported by the Nursery Teaching Assistants, who also contribute towards the child's care and learning. The key worker role is to ensure that every child's learning is tailored to meet their individual needs and provide specialist support where appropriate.



Our Weekly Overview

Throughout the week, specific sessions are run to meet the requirements of the EYFS and to promote the children's experiences and interests. These include:

Let's Share, Let's Imagine..: The children report their weekend news in small groups and then record this in their news book. This is also a time for telling and acting out stories, with the children being authors and directors. There is a section in the Home/Nursery Diary for parents to fill in over the weekend with their child. This helps us support children as they feed back to the group.

Library: Your child will have the opportunity to visit the Pre-Prep Library each week and choose a book which they can bring home and share with you. Please return the library book in your child's book bag on Fridays so that a new one can be selected.

Dance, Music and Movement Sessions: Music is a large part of nursery life. The children have access to musical instruments throughout the week and we find many opportunities to sing together. The children are encouraged to 'find their voice' using different tones and expression and we explore rhythm using instruments and body percussion. We regularly join Pre-Prep for hymn practices.

Dance promotes creativity and provides a positive way for the children to express themselves. The session requires focus, co-ordination and co-operation, which are skills that naturally transfer to other areas of learning.



Focus time: Focus time runs daily throughout the week (see the nursery timetable) and covers the learning objectives for the Early Years. For example, phonics and numeracy concepts are covered, topic discussions are explored and the children join together for circle time sessions (following the Family Links Nurturing Programme).

Messy workshop: The children will experience all things messy when they take part in this session from shaving gel to cornflakes and tea leaves!

Forest School: Forest School aims to encourage and inspire children through positive outdoor experiences. Nursery children visit a designated Forest School area weekly with our Forest School Leader, Mrs Anna Eykyn, to enjoy the beautiful woodland and learn about the natural environment. The children are taught to handle risks, to use their own initiative, to solve problems and to co-operate with others.

Wonder Woodland: This is an enchanting outside area full of opportunities to discover and learn. There is a shed packed with resources to create a stimulating 'pop-up' environment as well as log seats for everyone to sit and listen to stories, sing and enjoy a welcome snack. We have running water for our reclaimed wood waterfall and bark-chip kitchen, as well as large tractor tyres to play in and balance beams to navigate. When the weather allows, we don our waterproof trousers and wellies, fill our wagon with any essentials and off we go!





Squiggle Disco: Following on from the success of Play-Doh Disco to strengthen fingers, Squiggle Disco uses dance and large movements to help children develop the prerequisite physical skills and coordination needed for writing. Throughout the week, we use ribbon sticks, hoops, flags, scarves and pom-poms to improve strength in the shoulder and arm muscles, as well as Play-Doh for helping fingers to get a work-out. We also experiment with various mark-making tools, moving them to the music to create patterns, letters and numbers.

Cooking Workshops : We run weekly cooking sessions using our nursery kitchen. Cooking can help young children learn and practice some basic maths concepts and build on language

skills. The experience of creating meals can help build their self-confidence and lay the foundation for healthy eating habits.

Let's Talk: This is a lovely opportunity for children to listen to one another and share their own experiences. Each week the children can bring in an item of interest to discuss with the rest of the nursery. The Weekly Newsletter informs you of the theme of the week, which is usually linked with our topic of interest for the week.

French Conversation is introduced in nursery. The children enjoy sharing 'un croissant avec chocolat chaud' for snack time followed by simple songs and games.



Wellbeing: The children's emotional and physical wellbeing is at the heart of all our planning provision. We regularly take time to 'pause', with the emphasis on the 'breath in' to focus on the present moment. We adopt wellbeing techniques during rest time for relaxation. The children also participate in half-termly wellbeing sessions. These explore movement, yoga, breathing, and meditation.

Our weekly Circle Time sessions, which follows the Family Links Programme, offers the children opportunities to discuss topics, amongst others, of respect, managing feelings and choices and consequences.

There is also an 'open door' policy with parents to keep staff and, where appropriate, the school nurses informed of any matters arising.



PE: PE is a prime area of the EYFS and is considered an essential part of the nursery curriculum. As well as a weekly swimming lesson in our new indoor pool and a weekly PE session in the Sports Hall, every nursery session includes activities to enhance physical development. Your child will need to have a pair of trainers in their boot box into which they can change for PE and they should come to nursery wearing trousers/ leggings or shorts on the days when these activities are timetabled. At the start of term, you will be advised which day to bring swimming kit.

ICT: A weekly ICT lesson is held in the nursery and in the ICT area upstairs, however the skills taught are revisited throughout the week and the resources made readily available. The children learn to operate different computer software and technological equipment, for example, programmable toys to introduce coding, digital microscopes, walkie talkies, remote controlled cars and iPads for recording their work.

Additional Information



Busy Bee: At the beginning of each morning session a Busy Bee is selected to help with simple jobs around the nursery for that day. For example, helping to hand out snacks and being the leader of the line up to lunch. The busy bee is selected on a rota basis and every child will have their turn.

Busy Bee Awards: Each child will receive a Busy Bee Award every term for a special achievement. These are displayed for all to see and are handed out in class time to a large round of applause!

Birthdays: Celebrating a birthday is an exciting time for any young child. With this in mind, we are very happy for children to bring in cakes or sweets to hand out at snack-time while we sing 'Happy Birthday'. Parents should note that the school operates a no nut policy and all cakes/ sweets should be taken to the Day Room first thing in the morning to have the ingredients checked.

Trips: Nursery trips are organised throughout the year to enhance our nursery topics. You will be asked to complete a consent form for your permission. The children will travel in the school mini-buses or a designated coach. All transport has fitted seat-belts and we operate a staff ratio of 1:3.



Our Yearly Overview

Autumn Term:

October – Parent/ Teacher meetings and

Stay & Play, Nursery trip

November - Mummy story week

December - Nativity play, Christmas Lunch and party

Spring Term:

February – Parent/Teacher meetings and

Stay & Play

March – Grandparents' morning and

Nursery Wow event/ Visitor

Summer Term:

May - Sports Day and Stay & Play

June - Daddy story week and Nursery trip/Visitor

June/July – Nursery's singsong concert



FOSH (Friends of St Hugh's) & Social Events:

FOSH organises a number of events each year, some purely social and some with an element of fund raising, to benefit various charities supporting children locally and the school. The work of this group is hugely important to school life and is much appreciated by all.

Each form has a form representative who coordinates regular get-togethers across the year group, giving parents the opportunity to meet over coffee, lunches or suppers. New form reps are recruited each year and current Reps are always delighted to hear from those who would like to be involved, either as a form rep or to support an event.

Medicines

When children are ill, they are much better off at home, not only to reduce the infection of others but clearly no child can do their best when they are feeling poorly. If your child has been ill during the night, has a high temperature or has experienced vomiting or diarrhoea, please keep them at home for 48 hours. If your child is fit enough for nursery but needs to continue medication, please speak to one of the Nurses who will be happy to administer the medication at the appropriate time. Please make sure medicines are in the original packaging, or as prescribed, with clear directions. Long term medication or monitoring such as for asthma or diabetes should be discussed with one of the Nurses. A medical form is completed as part of the admissions process but it is essential to report any changes regarding health issues.



Parking

Parents are welcome to park on the tennis courts beside Pre-Prep before and at the end of the day. However, it may not be available for parking during occasional afternoon collection times, when it is being used for games. On these occasions and for lunchtime pick-ups, please park in front of the Manor House or in the car park next to the top tennis courts.

Uniform and Clothing

- *Regulation navy jumper (with crest)
- *Regulation polo shirt (with crest)
- *Regulation Nursery book bag
- House t-shirt (available from the Manor House Receptionists)
- Children can wear any trousers/skirt and shoes suitable to get messy in!

Outdoors/ Forest School:

- A warm and waterproof coat with a hood
 - A scarf, hat and mittens for cold days
 - Elasticated waterproof trousers
 - A pair of wellingtons
 - A sun hat (sun cream will be provided by nursery)
- School will wash and dry all outdoor clothing used for Forest School so it can be worn in the next session.

Physical activities:

- A pair of trainers (with velcro fastening)
- On PE days, it would be helpful for all children to wear shorts or trousers
- Swimming costume (own or *Regulation), towel and hat (in your child's House colour available to purchase from the Manor House Receptionists)

Rest-time:

- A cosy blanket and cuddly (if staying all day)

Additional:

- Named water bottle – we will clean and fill these with water each session
- A bag with a complete set of spare clothing – to hang on your child's peg just in case of any little accidents

Please ensure all clothing items are clearly named and have a hanging loop where appropriate.

* Regulation uniform is only available from Stevensons, 245 Woodstock Road, Oxford, OX2 7HN.
Tel: 01865 554559.

We are very much looking forward to welcoming you and your child into the Cottage Nursery at St Hugh's. If you have any further questions or queries, please do not hesitate to contact me by phone 01367 870718 or email: lingsn@st-hughs.co.uk. Mrs Netty Lings, Head of Nursery





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