



Dear Parents and Carers

Welcome to Seashells Maintained Nursery. The Nursery is an educational setting offering flexible hours across the week to accommodate the needs of our local families. We are situated in the Foundation Stage area of Herne Bay Infant and Nursery School. We are a purpose built setting with easy access to a large outdoor area.

This booklet will give you the basic information you will need about the Nursery setting. When you have read it, we hope that you will feel that it is a happy, safe and caring environment that your child will be enthusiastic to regularly attend.

Should you have any questions or queries, please do not hesitate to contact us via the school office. You can do this in person, by telephone (01227372245) or by email. [office@herne-bay.kent.sch.uk](mailto:office@herne-bay.kent.sch.uk)

We look forward to getting to know you and your child and to work in partnership together to make your child's Nursery experience a very happy one.

Helen Day  
Deputy Head Teacher and Early Years Foundation Stage Leader



*We endeavour to provide a high quality standard of care and education in a secure, happy and stimulating environment, that supports your child's social, emotional, physical and intellectual development.*

### **Our Aims**

At Seashells Nursery we aim to:

- ❖ Work in partnership with parents, to help children learn and develop socially, emotionally, physically and intellectually.
- ❖ Provide stimulating learning environments in which to play both in and out doors, with a variety of exciting experiences to learn from.
- ❖ Provide opportunities to socialise, become more independent and develop skills for life.
- ❖ Provide a curriculum where children's individual needs and interests are met.
- ❖ Develop independence, curiosity, confidence, determination, caring attitudes, respect and a sense of belonging.

### **Staffing**

The Nursery has well qualified members of staff who work closely together as a team, to provide your child with the best possible care and education. These are:

Early Years Foundation Stage Leader / Nursery Teacher	Helen Day	BA(Ed) Hons
Nursery Teacher / SENCO	Yvonne Meredith	BA Hons+QTS
Nursery Deputy	Alison Martindale	NVQ Level 3
Nursery Practitioner	Victoria Sandy	Diploma in Childcare Level 3
Nursery Practitioner	Michelle Ensor	Nursery Nurse

As well as gaining qualifications in Early Years Education and Care, all members of the Nursery team take part in further training through courses and conferences, to help them develop their own skills and keep them up to date with current thinking, ideas and initiatives.

The Nursery Team also has the benefit of support which comes from the many other experienced members of staff in the Infant School.

## **Our Provision**

Seashells Nursery is a flexible setting. This means that you can choose which sessions your child attends across the week. Your child's Free Early Education entitlement of 15 hours for 3- and 4-year olds enables you to choose which 3-hour sessions your child attends; this could be all mornings, all afternoons or a mixture of morning and afternoon sessions. In addition, should you want to, you will be able to buy additional sessions at Nursery for your child to attend above their fifteen-hour entitlement. Any hours taken above your child's Free Early Education Entitlement of 15 hours will be a chargeable service.

Nursery offers a lunchtime club which is a chargeable service and cannot be taken as part of your 15 Free Early Education hours. The places for lunch club are allocated on a first come, first served basis.

Seashells Nursery will also be offering a limited number of places for families (where both parents are working) who are entitled to 30 hours of childcare. A child qualifies for the extended entitlement if both parents are working (or the sole parent in a lone parent family is working) and each parent earns, on average, a weekly minimum equivalent to 16 hours (National Minimum Wage or National Living Wage) and less than £100k a year. The 30 hours free offer is 8.30 – 3.15pm Monday to Thursday and 8.30 – 11.30am on Friday.

Seashells Nursery is able to offer 4 morning and 4 afternoon places for two year olds. Two of these are FF2 places and two can be for fee paying two year olds.

- Free Education for two year olds is known as the Free for Two Scheme (FF2). This is not a universal offer and is eligibility based on whether the family is in receipt of specific benefits or credits.
- FF2 funding starts from the beginning of the term following the child's second birthday up to a maximum of 570 hours per year.
- A child is eligible if:
  - they come within the criteria used to determine eligibility for Free School Meals
  - their families receive Working Tax Credits and have an annual gross income of no more than £16,190 per year
  - they have a current statement of Special Educational Needs or an Education, Health and care plan
  - they are entitled to Disability Living Allowance
  - they are looked after by a local authority
  - they are no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives.

The structure of the Nursery day and the pricing for additional hours above your 15 hour entitlement is outlined in the table below. This is based on the cost of £5.00 per hour.

**Payment** for additional sessions must be made **termly in advance**. Please note we require **one term's notice** if you wish to change or with draw provision.

	<b>Drop off time</b>	<b>Collection time</b>
<b>Morning session – 3 hours – Free Early Education</b> (to buy in addition to free 15 hours - £15.00)	8.30am	11.30am
<b>Lunchtime Club – 45mins – fees apply</b> (to buy in addition to free 15 hours – £4.00 – parent provide a packed lunch £6.20 – Nursery provide hot dinner)	11.30am	12.15 pm
<b>Afternoon session - 3 hours - Free Early Education</b> (to buy in addition to free 15 hours - £15.00)	12.15pm	3.15pm
<b>30 hours free offer</b> 8.30 – 3.15pm Monday to Thursday 8.30 – 11.30am Friday	8.30am	3.15pm (Monday – Thursday) 11.30am (Friday)

***Attendance at Seashells Nursery does not pre-dispose your child to an automatic place at Herne Bay Infant School and school places must be applied for separately.***

### **Admissions to Seashells**

If you are interested in your child having a place at Seashells, please complete the expression of interest form that can be found on the school website. You can return the form directly to the school office or via email. Your child's name will be added onto our waiting list and you will be contacted by our Nursery Admissions Officer.

If your child has a place at Nursery, we would ask you to assist us in helping the Nursery to run as smoothly as possible by:

- ❖ Ensuring that your child attends regularly. A consistent routine is important for your child's security and stability. Irregular attendance can be disruptive and upsetting for your child.
- ❖ Telephoning the school office if your child is unable to attend a session for any reason.
- ❖ Ensuring that your child arrives and is collected on time at the beginning and end of a session. It can be very distressing for a child to be the only one left uncollected at the end of a session.
- ❖ Being patient with staff at home time when we hand your child over. We want to ensure that your child is handed over in a safe and calm manner and this can take some time if there are messages that need to be passed on to you or another parent.
- ❖ Informing us in advance if somebody different will be collecting your child from Nursery. This person must be someone who is at least 16 years old. We will not release children into anyone else's care unless we have been previously told.
- ❖ School Office number 01227 372245 – office hours 8.30am – 3.30pm

- ❖ Nursery number – 376140 – please use this number if you are phoning out of school office hours.

### **Parents as Partners**

We recognise that parents are their child's first and most enduring educator and that parents and Nursery staff have a lot to learn from each other about individual children's learning and development.

We feel that it is important for parents and staff to work together and there are many ways in which this happens:

- ❖ Meeting with parents and child at a home visit, prior to starting Nursery where the child's interests, development and needs are discussed.
- ❖ Parents sharing input into a child's 'Learning Journey' with their child's key person, taking the opportunity to access it from home.
- ❖ Parents having an opportunity to review their child's progress regularly, by meeting with Nursery staff, discussing and contributing to their individual learning plan.
- ❖ Helping in the Nursery once their child has settled or helping out on Nursery visits.
- ❖ Sharing skills, professions and interests. For example a dad who is a baker bringing different sorts of bread for the children to try.
- ❖ Helping to provide materials for play activities such as boxes, wool or envelopes.
- ❖ Taking part in events or fund raising activities organised by Nursery.
- ❖ Building friendships with other parents.

Each term we send home a Nursery Newsletter detailing plans and information about the following term.

Outside Nursery there is a white board where information is displayed on a week by week basis about the children's learning for that week.

Photos are put up on the display boards so that you are able to see the children busy at their play.

Parent helpers are invaluable to the Nursery and there are many ways in which you can help, ranging from helping regularly during the session, reading stories with the children and assisting on Nursery visits. Contact a member of Nursery staff, if you feel able to help in any way. All regular Parent Helpers who help on a weekly basis are required to complete an Enhanced DBS Disclosure, which the school will arrange on their behalf.

### **Our Daily Routine.**

### Seashells Nursery Daily Routine 2018/19

AM		PM
8.30	<b>Adult Initiated Activities</b> <i>Children choose activities from a selection put out by the adults</i>	12.15
9.15	<b>Skills Group</b> <i>Children move into Skills Groups to say hello and carry out literacy related adult directed activities.</i>	1.00
9.30	<b>Child Initiated Activities and Adult Directed Tasks</b> <i>Children begin their own choice of activities and adults will work with children on the adult directed tasks identified from their next steps.</i> <b>Snack Bar – Monday/Wednesday/Friday</b> <i>Children are involved in a variety of self-chosen activities and have free flowing access to the outside area. Fruit and milk is available during this time.</i>	1.15
10.45	<b>Tidy Up</b> <i>Bang the drum and children tidy up</i>	2.30
10.55	<b>Whole Group Activity</b> <i>thematic Songs / music / nursery &amp; finger rhymes</i>	2.40
11.05	<b>Key Group Activities – Mon/Wed/Fri</b> <b>including Key Group Snack – Tues/Thurs</b> <i>Children are involved in adult directed maths, language, literacy and circle time activities</i>	2.50
11.20	<b>Story time</b>	3.05
11.30	<b>Home time</b>	3.15

Our routine is organised to allow children to chose from a range of activities, developing their independence, their ability to make choices and to work through a task. The children are encouraged to take part in adult led activities and large group activities, enabling them to learn alongside others and develop new skills.

Children are encouraged to join in preparing snack which provides your child with a healthy snack and a choice of milk or water to drink. We cook each week; this is detailed on the parents board and the children eat whatever we have cooked in an ‘all together’ snack time. We keep records of food intolerances but ask parents to keep us up-dated with any new information that may affect their child’s diet.

#### **The Role of the Key Person**

The Nursery operates a Key Person system, which is a statutory requirement of the Early Years Foundation Stage Curriculum.

*'Children learn to be strong and independent from a base of loving and secure relationships with parents and / or a key person.'* (EYFS Principals)

*The key person should help the baby or child to become familiar with the provision and to feel confident and safe within it, developing a genuine bond with the child (and the child's parents) and offering a settled, close relationship.'* (Statutory Framework for EYFS)

The role of the key person within our setting is to:

- ❖ Build a strong, positive relationship with their key child and their parents / carers.
- ❖ Provide an initial point of contact with parents and carers. As far as possible, your child's key person will come to see you and your child on your home visit.
- ❖ Talk to parents to discuss their child's development and interests at the home visit, in order to assist your child through the initial settling in period.
- ❖ Support their key children with any day to day difficulties eg. Toileting, behaviour or emotional needs.
- ❖ To offer comfort, support and reassurance to your child during times of stress.
- ❖ Ensure individual children's needs are being met in curriculum planning and maintain records on children's development.
- ❖ Work in Partnership with parents regarding their child's development, both verbally and with written records.
- ❖ Be available at the beginning and end of sessions to answer any queries or concerns.
- ❖ Liaise with the SENCo or other professional agencies as necessary, in conjunction with parents.

Your child will be allocated a key person who will be introduced to you and your child before your child starts at Nursery.

## **The Curriculum**

The Nursery uses the Early Years Foundation Stage Curriculum that is the statutory curriculum for all children from birth to 5 years, provided by the Department for Children, Schools and Families.

The curriculum is divided into three **Prime Areas - Personal, Social and Emotional Development; Physical Development; Communication And Language Language** and four **Specific areas – Literacy; Mathematics; Understanding the World; Expressive Arts and Design.**

Each area provides expectations for a child's development within specific age brackets culminating in an early learning goal. Staff use the curriculum to help trace each child's progress throughout their time in Nursery. Children work towards being able to achieve these early learning goals by the end of their reception year in school.

### **Three Prime Areas:**

#### **Personal, Social and Emotional Development.**

This area of development covers:

- Self confidence and self awareness
- Managing feelings and behaviour
- Making relationships



#### **Physical Development**

This area of development covers:

- Moving and handling
- Health and self care



#### **Communication, Language and Literacy.**

This area of development covers:

- Listening and attention
- Understanding
- Speaking

### **Four Specific Areas:**

#### **Literacy**

This area of development covers:

- Reading
- Writing



## Mathematics

This area of development covers:

- Numbers
- Shape, space and Measures

## Understanding of the World

This area of development covers:

- People and communities
- The World
- Technology

## Expressive Arts and Design

This area of development covers:

- Exploring and using media and materials
- Being Imaginative



Children's learning starts from the moment they are born, discovering the world around them and the other people that are in it. The Early Years Foundation Curriculum provides a framework for this development. The experiences and activities suitable for your child's stage of development provided at Nursery, will help your child continue their learning journey.

The School Policy documents, that are embraced by Seashells Nursery, are available to look at upon request.

## Early Years Pupil Premium (EYPP)

The Pupil Premium Grant (PPG) was introduced by the Coalition Government in 2012 with the aim of addressing the gap between the achievements of children. Historically, many children who come from families with a lower income go on to achieve less well.

In April 2015 this was also introduced for some families of 3-4 year olds, with nurseries and child-minders getting additional funding to support disadvantaged children.

More information will be provided once we've received your child's application.

## Special Educational Needs

We aim to include all children and adults, taking into account any special needs which a child or parent may have. The Nursery works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2014). The Nursery's named member of staff for Special Educational Needs is Debbie Hudson, who works closely with the School Special Educational Needs Co-ordinator, Fiona Wood.

## Starting at Seashells Nursery

Before your child starts, you will be offered 'stay and play' sessions; an opportunity to look around Nursery during an open afternoon; a home visit and visits to the Nursery just before your child starts. These all help familiarise yourselves with the building, children, routine and members of staff and in particular, your child's key person. We want your child to settle happily at Seashells, and staff will work closely with you to ensure that your child settles happily into the Nursery routines.

Outdoor play is an integral part of the Nursery curriculum and children can choose to play outside during the Nursery session – whatever the weather! We have a selection of sizes of boots in Nursery for the children to use, but if you would prefer to provide your child with their own pair of Wellington boots to be kept at Nursery, please ensure that each boot is **named**. Children also need to come with a suitable coat to protect them from the cold and the rain.



We are keen to encourage children to gain the skills they need to be independent within the Nursery session. To help them achieve this, please dress your child in clothing that is easy for them to manage, suitable for the weather and which is not too precious in case spillages or accidents occur.

A spare set of clothes that you bring to Nursery with you on a daily basis is particularly useful. Please also make sure that children have appropriate footwear, which is suitable for outdoor play, protecting their feet when running and climbing. **Trainers fastened with velcro are ideal.**

Nursery sweatshirts, t-shirts, clothes bags and book bags are available to buy directly from Nursery. We like all children to have a book bag to take home a Nursery library book that you can share together at home.

Seashells Nursery Sweatshirt - £8.50

Seashells Nursery book bag - £5.00

Seashells Nursery clothes bag - £5.00

Seashells Nursery t-shirts - £5.50

Please ensure that **clothes are named** so if they are taken off they can be returned to their rightful owners.



**We hope that you and your child enjoy your time at Seashells Nursery. Staff are available to listen to your views and answer your queries and questions, so please do not hesitate to ask.**