



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 (01227 372245) 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.

Yours faithfully,

Nicky Brown  
*Head teacher*



*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:

Nursery Teacher	Emma Callow	BA Hons, PGCE, MPhil (Ed Psych)
Nursery Teacher (& Nursery SENCo)	Emma Gilbert	BA Hons, PGCE Forest & Coastal Leader Level 3
Nursery Deputy	Alison Martindale	NVQ Level 3
Nursery Practitioner	Victoria Sandy	Diploma in Childcare Level 3
Nursery Practitioner	Michelle Ensor	Diploma in Nursery Nursing (NNEB)
Nursery Practitioner	Sian Randall	Diploma in Childcare Level 3

As well as gaining qualifications in Early Years Education and Care, all members of the Nursery team take part in further training through courses 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.

If you would like your child to attend for fewer than 15 hours, we ask that children **attend at least two days per week**, for example 2 mornings, 2 afternoons or 2 full days. This is because we have found that children only attending one day per week can struggle to settle in to nursery and make friends.

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 arrangement 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 withdraw 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 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. We use a web-based platform called 'Evidence Me', which you will receive via email and also ask parents to contribute to their child's special 'Focus Weeks' at nursery by emailing photos of your child at 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, old birthday cards 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. Updates and information will also be shared via e-mail and text messages.

Photos are put up on nursery display boards, are part of our regular observations and shared on social media (with permission) 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. Please check when this is available, if interested.

### **Our Daily Routine**

AM		PM
8.30	<p style="text-align: center;"><b>Skills Time</b></p> <p><i>This is our settling time. Children find their name-card to self-register and then choose activities to play with. Adults are available to support them to engage in an activity or have a turn at adult-led activities such as an art activity or number game.</i></p> <p style="text-align: center;"><i>Children are also offered toast or cereal during this time.</i></p>	12.15
9.15	<p style="text-align: center;"><b>Whole Group Time</b></p> <p><i>The whole group gathers to say 'Hello' and have story time with a specially chosen 'Story of the Week,' which we tell through props, puppets or drama. Children learn to recite some of the repetitive stories with actions, as part of our 'Talk 4 Writing' programme. Children also have the opportunity to invent and act out their own stories in our 'Helicopter Stories' sessions. We then discuss the activities available for the session and encourage children to think about what they will play today.</i></p>	1.00
9.40	<p style="text-align: center;"><b>Choosing Time</b></p> <p><i>Children choose where to play, inside or outside, including on our grass area or playground area. Available activities include climbing equipment, riding bikes, helping care for our guinea pigs, making dens, mud kitchen, gardening, quiet places for talking, reading and writing (such as our Reading Hut), sand and water play, music making, role play areas, dressing up, playdough, painting easel, 'Calm Space' (sensory tent), programmable 'Beebots', construction, puzzles, junk modelling and 'small world' play, such as cars or dinosaurs.</i></p> <p><i>Staff involve themselves in children's play, taking opportunities to extend children's ideas and language in a fun way. Staff use this time to observe children's play and take note of their interests, which we use to plan motivating activities. This is also time for adult-led activities such as gardening, maths games, cooking, our weekly Forest School at the large Junior school site or creative activities including music and dance.</i></p> <p style="text-align: center;"><b>Snack Time</b></p> <p><i>Fruit and milk is available during this time. Children are taught independence skills such as washing their hands, pouring their drink into a cup and putting their rubbish in the bin.</i></p>	1.20
10.40	<p style="text-align: center;"><b>Tidy Up</b></p> <p><i>The tambourine is rung and children tidy up, guided by the adults.</i></p>	2.20

10.55	<b>School Values Stars &amp; Phonics</b> <i>The group gathers to celebrate children who have been chosen for showing Kindness, Perseverance, Learning, Responsibility or Co-Operation during the session, - our school values. Children love being awarded stickers or a Star of the Week certificate! Children in their pre-school year then have a 5 minute Phonics session, following the Read Write Inc. programme, to learn letter sounds to prepare for future reading and writing skills.</i>	2.40
11.05	<b>Key Group Time</b> <i>Children gather in small groups with their Key Person and have a story or songs related to our topic or children's interests, learn about feelings and social skills or develop counting, phonics, language and music skills during this time. Our Focus Children for the week share their special items they have brought in from home.</i>	2.50
11.30	<b>Home Time (or Lunchtime)</b>	3.15

Our routine is organised to allow children to choose 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 also cook each week; children cook with an adult in small groups and are able to 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.

### **Focus Children**

Each week 6 children have a turn to be a 'focus child'. You will receive a letter beforehand asking you to let us know what your child has been enjoying playing at home and if they have had any special days out or experiences, such as family celebrations. We also ask if you can email some photos for your child to talk about with their Key Person and share with friends. We use your feedback and our observations of your child to plan activities which will interest and motivate them and also help them to develop their learning through play. Children can also bring in some special items from home to put in the 'All About Me' box and show to their friends in Key Group during their focus week. We aim for each child to have their focus week 6 times throughout the year. This process helps children to feel valued and at home at nursery and is fantastic for developing children's language skills, vocabulary and confidence. The focus child system ensures each child is provided with individual opportunities to learn which are tailored to their style of learning, their individual interests and stage of development.

### **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. Details of who your child's key person is will be given within the first few sessions.
- ❖ Be aware of child's development and interests from 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 to answer any queries or concerns. You are welcome at any time to phone the school office and ask to be put through to the nursery or email [nursery@herne-bay.kent.sch.uk](mailto:nursery@herne-bay.kent.sch.uk).
- ❖ Liaise with the SENCo or other professional agencies as necessary, in conjunction with parents.

### **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** and four **Specific areas – Literacy; Mathematics; Understanding the World; Expressive Arts and Design.**

Each area provides expectations for a child's development at different ages, 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 and Language

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

### **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 have 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 Emma Gilbert, 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 an opportunity to look around Nursery during an open evening and will also be offered a home visit and a 'Stay and Play' session 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 teachers and Key Person. We want your child to settle happily at Seashells, and staff will work closely with you to ensure that your child does settle 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 welly 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.**

Please also send in a **named water bottle** for your child.

Nursery sweatshirts, t-shirts, clothes bags and book bags are available to buy from the school office.

Seashells Nursery Sweatshirt - £9.50  
Seashells Nursery book bag - £6.00  
Seashells Nursery clothes bag - £5.50  
Seashells Nursery t-shirts - £6.00

Please ensure that **clothes are named** so if they are taken off they can be returned to their rightful owners. We also have a selection of second hand nursery uniform available for a donation.



**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.**

