



Ditchling (St Margaret's)
CE Primary School and
Nursery

Nursery Welcome Pack



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Welcome to Ditchling (St Margaret's) CE Nursery

Dear Parents/Carers,

I would like to welcome you and your child to our nursery class. To help you settle in I would like to take this opportunity to introduce our nursery team. The photos are in this booklet.

The older school aged children have chosen big cats as the theme for the class names this year meaning in 2018-19 the nursery class will be known as 'Cubs'.

We look forward to meeting you and getting to know you and your child properly during the settling-in visits. During this time we want to find out about your child's interests, so we can integrate this into their learning as soon as they start. Over the next few weeks we have arranged times for your child to visit the nursery and take part in different activities.

Throughout the next few years we hope to create a partnership with you to support your child's learning and help them to make the most of their time at nursery.

Inside this pack is some helpful information and a range of permission slips, please complete these and return to the office as soon as possible.

Further information about the children's will be learning and the policies are available on the school website:

<https://ditchlingprimary.co.uk/esussex/primary/ditchling>

If at any point, you have any questions please don't hesitate to ask.

Yours sincerely,

Mrs C Game
Early Years and Infant Phase Leader

Mrs S Thompson
Headteacher





Our aim at Ditchling (St Margaret's) CE Nursery

At Ditchling (St Margaret's) CE Nursery we are committed to offering quality care and provision for every child. We aim to help each child learn and develop to their full potential within a safe, stimulating and caring environment. We offer children a fun time where friendships can flourish and where the children are happy and contented.

Learning takes place within child-centred, play-based activities, where continuous provision (both indoors and outside) offers freedom of choice, individual expression, exploration and discovery. Creative thinking and emotional development of children is the basis of all that we do.

Having our own nursery on-site offers children seamless transition into Reception, should you apply for a place in school. However, it is important to be aware that, due to the Local Authority admission rules, attending the nursery does not guarantee a school place. We will be able to make use of our school facilities which include: playing field, garden, school hall, pond, Quiet Garden and library.

EYFS Curriculum

Our children explore a rich and stimulating curriculum based on the seven areas of learning: Personal, Social & Emotional Development, Communication & Language, Physical Development, Literacy Development, Mathematical Development, Understanding the World and Expressive Arts & Design.

Personal, Social and Emotional Development

This includes developing positive relationships, sharing and taking turns. We nurture enthusiasm for learning and an appreciation of different cultures. The ethos of the nursery is to be kind, caring, and thoughtful to others. Our aim is to develop a sense of belonging and to encourage our children to explore feelings and behaviour towards others. We spend time developing independence and self-care skills.





Communication, Language and Literacy

This includes developing speaking, listening, and thinking. In literacy, we promote a love of books, and pre-reading skills by sharing and discussing books regularly with the children. We encourage the children to attempt their own mark making (early writing). We believe in writing for a purpose and will provide contextualised learning.

Physical Development

This includes lots of opportunity to be active and improve the children's skills of co-ordination, control, manipulation, and movement through indoor and outdoor activities. Together with developing gross motor skills, such as climbing, jumping and riding a bike. The children will develop fine motor skills, through threading, using scissors, and handling pencils etc. We will be learning about the importance of a healthy lifestyle.

Expressive Arts and Design

This includes having the opportunity to use a wide variety of different materials, tools and techniques for painting, printing, collage and model making. The children's interests will be fostered and enhanced, and we will provide stimulating deconstructive role-play experiences to initiate ideas. There will be regular singing, dancing, and music making.

Mathematical Development

Early Years maths is very practical. Playful experiences will be used to promote counting, sorting, solving practical number problems, and exploring shape, space, and measures. The children will learn rhymes and counting games to help understand the value of numbers.

Understanding the World

The children will explore the world around them, using all of their senses. They will be encouraged to look at similarities and differences and will be given opportunities to build and construct using a variety of tools and techniques. Opportunities to develop ICT skills will be readily available, as will learning in the outside areas.





Learning and Assessment

We ensure observation and assessment is at the heart of all we do, creating plans for inspiring and meaningful learning experiences for every child based on their own fascinations and needs. Each Key Person also completes a 'Learning Journey' for the child, which you are able to access. From September 2018 we will be using both Tapestry (an on-line Learning Journey) and a physical book to evidence their development.

Key Person

Each child is allocated a Key Person, so that they are able to build a close relationship with the parent and child and consequently help fulfill their emotional and educational needs. Each Key Person also completes a 'Learning Journey' for the child, which you are able to access.

Communication with Parents

At Ditchling (St Margaret's) CE Nursery we work closely with parents and carers, valuing them as true partners in learning. We will regularly observe your child at play to help us to understand and support their individual wellbeing and development. We want to really get to know the children as unique people with special skills, interests, and ideas. The more we understand about your child, the better we can support their learning.

These observations will be used to inform the planning and are included in your child's 'Learning Journey'. Over time this will celebrate and tell a story about your child's learning, friends, and the experiences they enjoy. The learning journals are available for you to look through at any time, although we do ask that it be kept in nursery.

At Ditchling (St Margaret's) CE Primary and Nursery, we strongly believe that working together supports your child and gives them the best learning





opportunities. Therefore, we value your input into these learning journals and would love to hear about events, activities, or achievements, which have happened at home. Feel free to write us a note, have a chat to a member of staff, bring in a photo, drawing or fill in one of our WOW moment slips (These are readily available in the children's cloakroom).

Throughout the year, we will share curriculum ideas with you about how you can support your child's learning at home. We will send emails to you with letters and information. We kindly ask you check your inbox regularly. When you see the 'You've Got Mail' sign on the wall please check your inbox. We will organise 2 parent/key person consultations throughout the year to discuss your child's achievements and to let you know how they are settling-in.

FPTA

The nursery will be part of the whole school. Therefore parents of nursery aged children will automatically become members of the school FPTA. We are aware that the fundraising committee from Ditchling Pre-School was very effective and hope that together we can work together to achieve great things for our children.





Welcome from the team



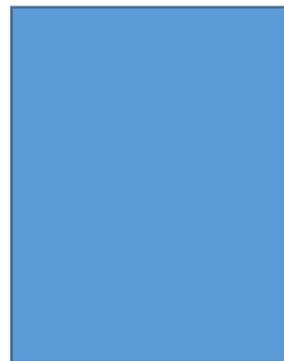
Mrs Thompson
Headteacher



Mrs Sayers
Deputy
Headteacher



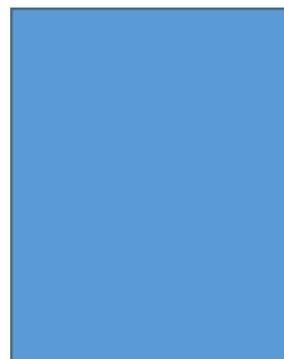
Mrs Game
Early Years and
Infant Phase
Leader



Mrs Fiona
Buckler
Nursery
Supervisor



Mrs Angee
Holford Deputy
Nursery
Supervisor



Being recruited

Nursery
Assistant

All our staff here at Ditchling (St Margaret's) CE Nursery undergo regular professional development courses and most are Paediatric First Aid trained (this is renewed every 3 years). All our staff are trained to a minimum of NVQ Level 3.





Settling-in

Our induction timetable is there to support your child to feel safe and secure with us. This includes an opportunity to visit the nursery with your child before a further visit where your child can be left for a couple of hours. We aim to support your child in the best way we can by working in partnership with you, we can adjust our settling-in procedures to meet the needs of your child. We kindly ask that you let us know of any happy or sad events in the life of your family, which could have an effect on your child.

Daily Routine

As your child arrives at the beginning of the session, they are asked to hang their coat on their own peg and then self-register by finding their name card and signing in. During each session, your child will engage in rich indoor and outdoor learning experiences. There will be opportunities for your child to work on a one-to-one with their key person, and in small and large groups. Throughout the session, there will be access to a free flow snack. A range of healthy snacks, milk, and water will be available.

Absence

Sometimes children are too unwell to come to nursery. This may be because they:

- have an infectious illness e.g.: 'hand, foot and mouth', conjunctivitis (eye infection)
- have a high temperature
- have had any vomiting and diarrhoea within the previous 48 hours

Please phone the school office (01273 844130) or use the Study Bugs App (details will be provided when you register) to inform the school that your child is unwell. It is helpful to know their symptoms so we can inform other parents if the sickness is infectious.





Birthdays

We recognise how important birthdays are to children and we love to celebrate them. We have a pretend cake so that they can blow out the candles and their nursery friends can sing to them. They can wear a birthday hat and sit on the special birthday chair at story time.

Family Helpers

The help received from parents is highly valued. This is a unique opportunity to see your child interacting first hand; to get to know the staff and your child's friends. Your child will enjoy having you around. We will create a 'parent help rota' three times a year to ensure any assistance is spread through the week. Parents are asked to attend a volunteers training session to ensure a shared understanding of safeguarding and health and safety. To comply with the Local Authority guidance all parents have to have a school based DBS certificate and have two references, as volunteer helpers.

Nappy Changing and Toileting

Children are not expected to be out of nappies before they start nursery. Parents can provide nappies and nappy cream. If it is necessary for the nursery to provide nappies or nappy cream, a small charge will be added to the invoice.

Older children access the toilet when they have the need to and are encouraged to be independent. If toilet training is in progress the staff will assist in this training. If a child wearing pants soils their undergarments they will be cleaned and changed by staff in the toilets.

Moving into Reception

As part of its ongoing, daily practice, the nursery will work closely within, and is a fully integrated part of the school. Therefore, when the time comes to move into reception, the children will already be familiar with the staff and classrooms, ensuring that your child enjoys a smooth transition. Further information will be given during the transition period.





Nursery Uniform And Equipment

The children need to wear comfortable and durable clothes to nursery. We request they wear a nursery t-shirt and jumper with suitable bottoms of your choice.

The following list shows the items that are available to purchase from the Brigade Uniforms (<http://www.brigade.uk.com/index.php>). All the garments offer excellent value for money and are made from hard wearing, machine washable fabrics, specially decorated with the school logo. They can be ordered on-line and delivered to school, this saves you delivery costs.

ITEM	COLOUR	SIZES	PRICE
CLASSIC SWEATSHIRT	BLUE with Nursery Logo	22, 24, 26 inch	£10.60
CLASSIC T-SHIRT	BLUE with Nursery Logo	22, 24, 26 inch	£5.49

Things to bring to nursery every day

The children will be taking part in outside activities to support their learning. Please ensure they have:

A named waterproof coat



Named welly boots (to leave at nursery)



Waterproof trousers

As well as:

Bag with a change of clothes in



Named water bottle





It is really helpful to have all items clearly named so they can be easily returned to the child.

Lunch box or pre-order and pre-paid for lunch via Parent Pay



In hot weather:

Named sun hat



Named suncream



In cold weather:

Named woolly hat



Named gloves





Fee Structure, Opening Times and Registration

FROM September 2018
Opening Times - Mondays to Fridays,

Monday	08:50-15:05
Tuesday	08:50-15:05
Wednesday	08:50-12:45
Thursday	08:50-12:45
Friday	08:50-12:45

Funding for 2 year old children:

Parents can access 15 funded hours per week if they are entitled to 2 year old funding.

These can be used by signing a child up to a combination of the following sessions:

08:50 to 15:05 (6hr funded session available Monday and Tuesday - difference of 15 minutes to be invoiced)

08:50 to 12:45 (3hr 3/4 funded session available Wednesday, Thursday, Friday - difference of 10 minutes to be invoiced)

Children can attend any combination of sessions. To ensure continuity and that the children settle well they need to attend a minimum of two sessions per week.

Please check availability with the school office.

Any hours attended that are in addition to the funded hours will be charged at £7.00 per hour or part thereof.

Funding for 3 and 4 year old children:

For the Term* following their child's 3rd birthday, parents can access 15 funded hours per term

These can be used by signing a child up to:

08:50 to 15:05 (6hr funded session available Monday and Tuesday – difference of 15 minutes to be invoiced).





08:50 to 12:45 (3hr 3/4 funded session available Wednesday, Thursday, Friday-difference of 10 minutes to be invoiced).

Children can attend any combination of sessions. To ensure continuity and that the children settle well they need to attend a minimum of **two sessions** per week. Please check availability with the school office.

Any hours attended that are in addition to the funded hours will be charged at £6.00 per hour or part thereof.

30 Hour Funding is also available for pupils whose parents have applied for funding through the government portal (see weblink below). This can be used in the same way as the 15 hour funding over available sessions. Please speak to the EYFS Lead or Nursery Supervisor for more information.

**'Term,' as stated above, refers to: Autumn Term: September to December (ie. School terms 1 and 2); Spring Term: January to Easter (ie. School terms 3 and 4); and Summer Term: after Easter holiday to July (ie. School terms 5 and 6).*

Registration

When an application is made to the nursery, a £25 non-refundable, registration/admin fee is requested. Please make a cheque payable to Ditchling (St Margaret's) CE Primary School. This cheque will not be cashed for children eligible for EYEE funding who do start with us.

Late Collection Fee

If you are **10 minutes** or more late to collect your child; you will be charged **£1.00 for every minute** over your booked time.

If you are 15 minutes or more late there will be a charge of **£7.00**. However, if notification of extreme circumstances is received this will not happen.

The nursery is open for 38 weeks of the year during school term times only and fees will be charged 6 times a year in line with the 6 school terms.

Invoices will be sent to parents at the end of the previous term.





15 and 30 Hour Funding Information available here:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Food

If you wish your child to have a hot meal at lunchtime, please order and pay for this by 08:30 that day using Parent Pay: <https://www.parentpay.com/>. Meals cost £2.10 per day. There is a choice of main meal, vegetarian option or jacket potato. Menus are displayed on the website and nursery notice board. Please tell us about your child's dietary needs. Children enjoy eating lunch in the school dining hall with the Key Stage 1 children and this supports transition into school. Please note this is additional to the attendance fee.

Milk will be provided for your child through the Cool Milk scheme.

A healthy mid-morning snack will be provided for your child at a cost of 40p per day. This will be included in your invoice.

All fees and charges must be paid by the due date stated on the invoice

Payment of fees is required throughout a term even if a child is absent due to illness/holiday.

To request a change in attendance please liaise with the school office, giving as much notice as possible.

Leaving the Nursery

A minimum of one term's notice is required to delay your child's start date, change attendance days or to remove your child from nursery. Please note there are 6 terms in a year.





PLEASE NOTE: Due to staff TUPE regulations and the timing of the Lead Member decision in the Local Authority it has not been possible to recruit new staff as yet. Therefore, the opening hours will initially remain very similar to those of Ditchling Pre-School. However, feedback from parents will be sought as to the demand for additional hours. Based on the previous consultation the aim is to offer care from 07:30-17:30 by January 2019 at the latest, should there be sufficient demand.

Website

We have a school website. Please visit the website:

<https://ditchlingprimary.co.uk/esussex/primary/ditchling> and click on the subsequent links to keep up to date and see photographs of all the fun activities and learning that we do. Please take time to read our policies, which are also available on the website, as are our nursery newsletters and curriculum overviews.

How to contact us

If you need to contact us, then please use the details below.

Address: Lewes Road, Ditchling, East Sussex, BN6 8TU

Telephone: (01273) 844130

Email: office@ditchling-ce-prim.e-sussex.sch.uk





Parent/Child Voice

We would like to know more about your child's likes and dislikes in order to help them settle in quickly.

Favourite toys or stories

Things I dislike? Or things that worry me?

Food or drink preferences

Favourite Films/
TV programs

Name
Age

Who do I see lots? (Grandparents, friends, cousins etc..)

Who lives in your house?

