

**Welcome to**  
**High Spen**  
**Primary School**



**Nursery Booklet**



## **Welcome to our School.**

Dear Parents and Carers,

Welcome to High Spen Primary School,  
Where hearts and minds grow.

We look forward to your child joining our Nursery class.

We very much hope that school life will prove to be a positive, happy and successful experience.

Our Early Years Foundation Stage team is dedicated to helping your child benefit fully, from an excellent early education.

This booklet will provide you with some general information about transition into our Nursery class.

If at any time you have any questions, queries or concerns, please don't hesitate to speak to our very supportive team, or myself.

Yours sincerely,

Andrew Firth

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## Welcome to Nursery.

I know how scary and daunting this time can be for both you and your child so here is some information that you can take away and read to prepare yourself for that exciting first day when your child enters Nursery!

### Transition – First Week –

**First day – Tuesday 2<sup>nd</sup> September** - Nursery children will start school at **8.55am** and will enter through the interior Nursery Gate

#### **Tuesday 2<sup>nd</sup>**

- Returning children will start school at 8.55am and stay until 11.55 (15 hours) or for lunch (30 hours). Please collect your child at 12.30pm from Nursery side door.

-New Pupils Stay and play with parent on 2<sup>nd</sup> from 10-11am for both 15 and 30 hour children. 1-2pm stay and play in afternoon for 2-year-olds.

**Wednesday 3<sup>rd</sup>** Normal Schedule for returning pupils going forward.

New pupils 9.30-11.00am no parents (30 and 15 hr pupils)

2-year-olds – times decided with keyworker on child's readiness.

**Thursday 4<sup>th</sup>** – New pupils 15 hrs 8.55-11.55 full day. 30 hr pupils 8.55-12.30 including lunch. 2-year-olds – times decided with keyworker depending on child's readiness.

**Friday 5<sup>th</sup>** – Full day for 15hrs 8.55-11.55 and 8.55-3.15pm. 2-year-old children – times decided on child readiness.

**Week commencing 8<sup>th</sup> September** – Usual sessions for children unless extra settling in time needed.

If your child has any difficulty in settling we will contact you. And please don't hesitate to get in contact if you have any further questions.



### **Routine**

Please line up outside the Nursery gate and a member of the Early Year's team will stand outside the fence to welcome all children in and answer any questions you might have. You may collect your child from the Nursery Door in the Early Years Yard.

Please can your child bring a water bottle, extra change of clothing and extra nappies or items needed in the even we need to change them, into school every day. Or if you would prefer you may leave a bag with a change of clothing in Nursery.

From the first day we will start to encourage some of our older children to manage their own coats, bags and water bottles on a morning and afternoon, but will be assisted when needed.

### **School hours in Nursery**

#### **15 hours**

Morning session 8.55-11.55am

#### **30 hours**

Morning session            8.55am – 11.45am

Lunch                        11.45am - 12.30pm

Afternoon session        12.30pm – 3.15pm

#### **2-year-olds**

12.30-3.30pm (drop off side door and collection Nursery door in big yard)

If for any reason you are unable to collect your child at 3.15pm or 3.30pm, please telephone school **(01207) 542373** to let us know.

A member of the early year's team will stay with your child until you arrive.

### **Entry routine**

On a morning all children will gather together on the carpet. Our large carpet session consists of a 'welcome song' and 'special person' when we chose a friend to be special person for the day. We love to hear what your child has been up to at home and allows children to discuss their interests and experiences with their class friends. They have special jobs to do, such as ringing our class tambourine when it is tidy up time, being our class line leader and snack monitor. In the past the children have loved this, so I am sure it will be a roaring success this year!!

## Learning through play

*‘Play is essential for children’s development, building their confidence as they learn to explore, relate to others, set their own goals, and solve problems. Children learn by leading their own play, and by taking part in play and learning that is guided by adults’.*

**(Statutory Framework for the Early Years Foundation Stage, 04.01.2024)**

In Early Years learning through play is the main component of children’s learning and development. Nursery children will have the opportunity every day to explore and investigate both in and outdoors. Nursery staff will plan on a daily basis taking into account children’s interests and adapting the classroom resources to enhance any independent learning. If your child has a new found interest in something please come and tell me and we can help scaffold your child’s learning through their own individual interest.



Play, like learning, is a process where understanding builds through experiences. We believe children are motivated by play, they accept responsibility for their own learning in play, and they work collaboratively and co-operatively and apply problem-solving strategies. To children work and play are not opposites but part of a continuum of experiences. Play must be challenging and structured. The quality of play is dependent on the resources available. Provision of resources and materials is essential to promote progress, development and further challenge. The adult’s role in providing challenging play is vital. The adult needs to intervene when appropriate and engage in the play with children.

To do this the adult needs to: –

- Observe and discover what interests’ individual children
- Note how children perceive and solve problems.
- Take cues from children.
- Work with them.
- Support, encourage and extend children’s ideas.
- Identify play in all areas of learning

All staff will work and play alongside your child every day to provide a rich, meaningful, purposeful education and learning experiences.

## Learning and development

There are seven areas of learning and development in the Early Years.

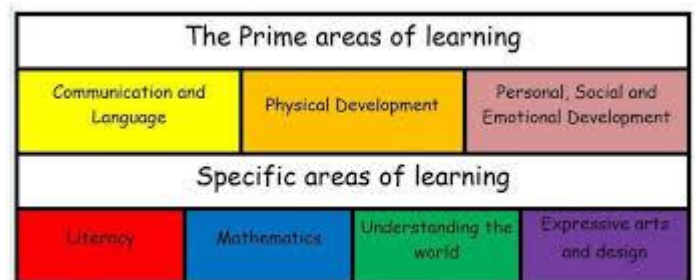
These areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and a thriving learning environment.

These areas are called the **prime areas**:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Practitioners must also support children in four other areas, through which the prime areas are strengthened and applied. These are called the **specific areas**:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



The Prime Areas of Learning and Development are fundamental to accessing all areas of learning within the environment and the planned learning experiences. As part of the daily routine the children access Reading, Writing and Mathematics through meaningful experiences on a daily basis.

## **Underpinning everything is the Characteristics of Effective Learning**

At the heart of planning and guiding what children learn, we reflect on the child as a learner. Throughout their lives' children will face different challenges and follow different paths. The best preparation we can give them in their early years is to promote positive dispositions by providing living experiences of making choices, innovating, taking responsibility, facing challenge, thinking flexibly and critically, and learning how to learn so that they will be able to respond to their unfolding futures.

Supporting children in the Characteristics of Effective Learning, a statutory element of the EYFS and is a central responsibility of our early year's provision and staff.

Three characteristics of effective teaching and learning are:

- playing and exploring - children investigate and experience things, and 'have a go'
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

### **Small groups – Learning Key Skills**

In Nursery, every child needs to learn key skills. These skills will be taught by both large or small groups, as well as adult directed groups. These sessions will include learning to read and write during phonics and literacy lessons on a morning and mathematics on an afternoon.

### **Phonics**

Phonics is a huge part of Nursery in preparing all children to read independently. Every child will have daily phonics lessons within the first few weeks of starting school and this will continue throughout the year.

In High Spen Primary School we follow a whole school approach to phonics and early reading called Essential Letters and Sounds (ELS). For more information please visit our school website and follow this link <https://highspenprimary.org/teaching-of-reading/>.

Miss Kirkley will host a phonics meeting early in September to explain everything you need to know and discuss exactly what phonic is!!

### **Reading Books**

Your child will bring home a reading book every Friday. Please read this book together as many times as possible and bring it back to school by a Wednesday to will allow the class teacher to read with your child and change their book.



### **Lunch**

Every child in Nursery is entitled to free school meals. We operate a 3-week menu cycle. If you would like a menu please ask the school office. However, if you would prefer your child to have a packed lunch please provide a healthy one.

### **Keeping in Touch**

We are a paperless school where ever possible. Any notifications or information we need to tell you will be sent via our School Gateway. Please ask at the school office for more information. We will also be using the app Class Dojo starting this autumn to share with you what we are up to on a daily and weekly basis in Nursery. We will invite you to join class dojo in our first week back this September.

We also have a school website ([www.highspenprimaryschool.org](http://www.highspenprimaryschool.org)) and a school Facebook page, which is updated regularly providing you with general curriculum information, any experiences your child has been in involved in and so much, much more. Have a little sneaky peak and get involved!!

### **Outings**

We will plan on having a couple outings later in the year and will send a consent form out to complete. If there is a planned off-site trip, parents or a grownup are required to attend with any Nursery pupils. If you have any questions please ask a member of the early years team.

### **Get involved!**

We actively look for ways to engage with parents and carers in school life. Look out for workshops and events, which will be posted on the school website, newsletters or sent home with the children. We also have a PTFA (Parent, Teacher and Friends association) which we would love you to be involved in. They actively work hard to raise money for School which is to treat the children to lots of nice things. It can't run without new parents, as our Y6 Parents leave we invite you to come along and see what it is all about. We need volunteers of all different kinds and skills and I am sure there will be a job you can help with...from helping at discos to setting up school fayres!

### **We are a healthy school**

At High Spen, we operate a Healthy School policy. No crisps or sweets to be brought into school.



### **Absence**

The safety of all our children is of paramount importance.

If your child cannot attend school, please call before 8.30am to let us know the reason for their absence and the anticipated date of return.

Should you fail to inform school, our secretaries, Miss Bullerwell or Mrs Hutchinson are legally obliged to ring to check why your child is absent.

### **Change of contact details**

If you change address, telephone or mobile numbers, please notify school as soon as possible. It is important that we have accurate contact information in case of emergency.

### **Access to school**

If you need access to school during the school day, please use the main entrance (automatic doors.)

We make every effort to ensure the safety of our children by keeping all other outer doors locked.

### **In case of illness**

All children are ill at times, and in the first few months of starting school, they seem to pick up one bug after another! Poorly children are happier at home, but please remember to contact school on the first morning of absence.

If your child becomes unwell at school, we will contact you as soon as possible. **It is important that contact details are kept up to date.**

### **Medication**

If your child is fit for school but still requires medication, you will be asked to fill in a "Request to Administer Medication" form, available from the school office.

One of our First Aiders in the school office will administer the medication at the appropriate time.

### **School uniform**

#### **Boys**

Red jumper or sweatshirt  
White polo shirt  
Grey or black trousers or shorts  
Black shoes or black trainers

#### **Girls**

Red cardigan, jumper or sweatshirt  
White polo shirt  
Grey or black skirt/trousers or red & white gingham summer dress  
Black shoes or black trainers

Nursery children are not required to wear a school uniform and where possible, please feel free to dress them in clothing they are able to easily use when using the toilet. If you wish to purchase school uniform, which has our new the school logo on please visit the website on the link below where you can order everything online.

[High Spen Primary School - Logos Schoolwear  
School Uniform Supplier in Gateshead & Newcastle | Logos  
www.logosunlimitedschoolwear.uk](http://www.logosunlimitedschoolwear.uk)



#### **P E Kit**

Red t-shirt  
Black shorts, Plimsolls/ sand shoes/trainers

On a PE day your child will come to school dressed in their PE kit. Days and times to follow in September.

## **Early Years Staffing**

Miss Kirkley - Nursery Teacher  
Mrs Bainbridge - Nursery Teacher  
Mrs Horn – Teaching Assistant  
Mrs Anderson – Teaching Assistant  
Mrs Kerridge – Nursery Nurse  
Miss Maddison Teaching Assistant

All Early Year's staff are available for a quick chat before school begins. Should you require lengthy discussions regarding your child we can arrange for at the end of the day.



**We can't wait to see you in September xxxx**