

Nursery Handbook

A Guide for Families

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Contact

Talbot Terrace
Lewes
BN7 2DS

office@lewesnewschool.co.uk

Charity No: 1080024

Welcome to the Nursery!

When you join the Lewes New School Nursery, you join a wider community of learners that share the vision and values of our school. We hope that you and your children will feel welcome and able to contribute in a meaningful way.



This Nursery Handbook is designed specifically to help you make the most of your time at the Nursery but you'll find lots more relevant practical information about us in our school's **Parent Handbook**. Please do read them both and keep them as a reference.

Of course, there is no substitute for human interaction. If you have any questions please just ask.

Our Mission

... is to foster curious, compassionate, joyful children who have a passion for learning and the courage and skills to shape a humane and sustainable world.

Our Approach

The earliest years of school - where a child takes their first steps from the security of the family to the outside world - are vital. Our nursery offers a warm, engaging and secure start to school life.

Even at this young age, your child will be respected as a powerful, capable being and encouraged to be independent and self-resourcing.

We have adopted a method of respectful communication as a common language throughout the school, which involves 'active listening' and the avoidance of blame or judgement.

You can find out more about our approach on our website www.lewesnewschool.co.uk

Communication

We are committed to working closely alongside parents and to sharing information so we can meet the needs of each child.

Staff are usually available for a chat at the start and end of each session, but if you would like to discuss something in more depth please feel free to arrange a meeting.

Coffee Mornings

We hold regular coffee meetings so parents can get to know each other, find out more about the nursery and see what the children get up to. We'll let you know when these are.

Key Person

One member of our experienced staff team will be nominated as a Key Person. They will get to know your child especially well and work closely with you to ensure you are kept informed of their wellbeing and development.

You will be introduced to your child's Key Person when they join the Nursery.

To find out more about **Family Consultations, Learning Portfolios, Class Reps** and your child's **Report** please see the **Parent Handbook**.

To find out about training for parents in **Effective Communication** please see the **Parent Handbook** or ask in the office for dates.

About the Nursery

The Nursery is open each morning from Monday to Friday. Children are welcome to attend following their third birthday. Many, but not all, children in the Nursery stay on at the LNS primary school when they are ready to start school.

Children usually attend between 3 and 5 sessions each week. We find that less than this can make it harder for children to settle in and feel part of the group.

We aim to be as flexible as possible, so if you would like to change your child's days or if you would like to gradually increase their sessions over time we will do our best to accommodate that if spaces are available. Please speak to Nursery staff about your plans in the first instance, and then speak to office staff who will be able to confirm availability.

Daily Routine

The Nursery opens at 9am.

You are welcome to go with your child into the Nursery (the entrance is in the small courtyard). Registration takes place at 9.15am and you are asked to leave then, unless you have arranged with the teacher to stay to settle your child in.

If your child arrives later than 9.30am you will need to go to the school office to sign them in.

If your child is absent please call or email the office before the start of the day.

The Nursery ends at 12pm.

Please wait in the porch until the session has ended.

If your child is going to be collected by someone other than yourself you will need to enter their details on the sheet in the Nursery. Please talk to our staff for more information.

If you are late please call the office as soon as possible to let them know. Nursery staff will stay with your child for as long as possible but they may be asked to wait for you in the school office to ensure their safety.

Afternoon Sessions

Once your child has reached 4 you can talk to their teacher about them staying for lunch and joining children in Reception for afternoon sessions once or twice per week.

These sessions end at 3.15pm. You should collect your child from the Reception Classroom (entrance in the courtyard).

Settling in

We realise how important it is to get the settling-in period just right for each child and will work closely with you to do this.

The first session is for you and your child to explore freely and familiarise yourselves with the Nursery, and for us to find out more about your child. You are also welcome to have a look around the rest of the school and to meet with the Headteacher. Please let us know if you would like to do this.

During the following sessions staff will work closely with your child to support their transition and begin to build a reassuring relationship. When we agree with you that your child is ready, you are welcome to go to the Quiet Room for a cup of tea (ask in the Office for directions if needed). This short separation should help your child to trust that they can manage without you, and that you will come back soon.

The timing and process of transition will vary from child to child and we will work closely with parents to ensure this feels unhurried and free from pressure.

Once your child has settled in you are welcome to visit the nursery, but please discuss this with us first.

Your Child's Day

Each morning starts with **Circle Time**, which is an opportunity to share news, read a story, sing together or discuss issues of importance to the group, including e.g. social and emotional learning.

Then comes **Busy Time**, where children take part in a range of playful activities according to their interests, carefully designed to enhance their development. Children are also welcome to play freely in the Nursery or Courtyard. Sometimes staff will take children out to the local park or pond to explore the natural world.

Children come together for a simple, healthy **Snack Time** before going out to play in the main school playground. Finally, we come together for a last **Circle Time** and **story**.

The Importance of Routine

Having a regular routine will help your child to manage transitional experiences. We understand the challenges of getting out of the house with young children, but we would appreciate you making every effort to arrive and collect on time, and once your child has settled in, to leave before registration at 9.15am.

Things to Bring

Every child has a peg for clothes and a drawer for treasures, artwork and bits and bobs. We're happy for children to bring in a toy to share, or a transitional object to help them settle but please don't bring anything very precious or valuable.

Clothing

Children play outside in all weathers. Please provide a waterproof coat and shoes/boots for outside play during wet weather, and a sunhat & suncream in summer.

Keep a spare set of clothes in a named bag on your child's peg, in case their clothes get wet. Please name all clothes and shoes.

If we need to change your child's clothes during a session we will do this with minimum fuss so they are comfortable and happy to continue with their play. We'll leave wet or soiled clothes in a bag on their peg for you to collect.

Snacks

All children are provided with a simple, healthy snack each morning (usually fruit and/ or a rice cake) but your child may also bring in a small, healthy snack for the morning if they wish.

Please do bring in a **Birthday Cake** for your child to share with their friends on their special day.

You will be informed if there are any foods you should avoid bringing in due to children in school having allergies.

Accidents

If your child has an accident in the Nursery, or is taken ill, a trained First Aider will be on hand to deal with it. If for any reason your child requires hospital treatment we will contact you immediately so you can come to your child at school or at the Minor Injuries Department at the Royal Victoria Hospital in Lewes. If the First Aider feels your child should not be moved, then an ambulance will be called and you will be contacted. Your child will then go straight to the Royal Sussex County Hospital in Brighton.

All accidents requiring treatment are reported in the accident book in the office. You will be informed if your child has had an accident.

Administration of Medicines

Whenever possible medication should be administered at home. If it is essential for medicine to be administered at school you will need to write and sign a short note stating the name of your child, the product and the dosage. All medicines must be provided in a clearly named box, and will usually be administered by the class teacher or the school secretary.

If your child requires **emergency medication** (e.g. an asthma inhaler or epipen) it is essential that you inform us immediately. Emergency medications must be in a clearly labelled box, stating the child's name, product and dosage with instructions for use.

Health, Safety & Safeguarding

Nappies

We don't have provision to dispose of nappies so we ask that your child is 'dry' as far as possible when they join the nursery. If your child does wear a nappy at any time that needs changing we will double bag it and return it to you at the end of the session.

Footwear

We ask children to keep something on their feet in the nursery for their own safety. They may prefer to have a pair of slippers or soft shoes to change into, particularly in the winter months.

Sickness

Please don't bring your child to the Nursery for 48 hours after any vomiting, diarrhoea or high temperatures. Inform the office as soon as possible if you suspect your child may be suffering from a contagious disease (or parasites such as nits and threadworms) so we can advise other parents to be alert.

Sun Safety

Please put Sun Cream on your child before the session in hot weather. You can also supply a named Sun Cream which we will help your child to re-apply later.

Allergies

Please let us know if your child has any allergies or dietary requirements so we can provide appropriately and ensure their safety.

We do carry out cooking activities from time to time and may use ingredients listed on the '14 Allergens List' (see www.food.gov.uk/science/allergy-intolerance/label/labeling-changes). Let us know if this is a concern.

Parent Consent

You will be provided with a Parent Consent Form when you register your child, which gives permission for staff to use photos of your child in school publicity material and to take children on local walks. Specific permission will always be sought for any trips and outings which require transport or for the use of photos of your child in the press.

Signing In

If you (or your child's sibling) are in school outside of usual drop off or collection times please sign in and out in the office, so we know who is on the premises in the event of an emergency.