

**Parent/Carer Guide
to Nursery 2022/23**



Great Bradfords
INFANT AND NURSERY SCHOOL

Welcome to Great Bradfords

We would like to take this opportunity to offer you a warm welcome to Great Bradfords Infant and Nursery School. Choosing the right nursery for your child is an important decision. We understand you want your child to receive the best possible start to their education within a safe and secure environment, giving your child a firm foundation at the start of their learning journey.

At Great Bradfords new skills are learnt, minds opened, imaginations sparked, discoveries made, potential nurtured and challenges are faced confidently. We pride ourselves on providing a safe, secure and stimulating environment which encourages children to be the best they can be.

Your child's happiness is extremely important to us. We know that children learn best when they feel happy and secure and because of this we place great emphasis on developing your child's self-confidence and self-esteem.

We hope this handout will answer some of your questions and provide useful information, helping to make your child's introduction to our school a positive experience. Visits to our school are welcomed where we will do all we can to help you and answer any questions you may have.

Mrs Anita Easton
Headteacher

Vision Statement

Our vision for the children at Great Bradfords Infant and Nursery School is for every child, regardless of their starting point, to have the opportunity to achieve. We provide an engaging curriculum that sparks imagination, promotes independent learning and supports children to be the best they can be. Our children are happy and confident learners who face a new challenge with enthusiasm.

School Values

The children demonstrate their chosen school values of honesty, perseverance, respect, fairness and kindness in all that they do.

Our Code of Conduct

At Great Bradfords Infant and Nursery School we try hard to:

- Be Kind and Caring
- Have Brilliant Behaviour
- Do Wonderful Work

**"Through challenge, fun and
friendship, being the best
we can be."**

Staff & Safeguarding



Miss W Banes
Nursery Teacher



Mrs R Scott
Nursery Practitioner



Mrs L Bass
Nursery Practitioner



Mrs L Woodhouse
Business Manager



Mrs C Dixon
Admin Officer



Mrs M Humm
Admin Assistant



Mr K Newbold
Site Manager



Mrs A Easton
Headteacher
Lead Safeguarding
Officer



Mr W Kimber
Deputy Head
Deputy Safeguarding
Officer



Mrs J Roach
SENCO
Deputy Safeguarding
Officer

Safeguarding

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we can contact you. The procedures we follow have been laid down by the Southend, Essex and Thurrock (SET) Procedures. If you want to know more about this procedure, please speak to the Headteacher.

The Nursery Day

Nursery am	8.40 am to 11.40 am
Nursery Lunch club	11.40 am to 12.20 pm
Nursery pm	12.20 pm to 3.20 pm

A member of staff will be at the door to welcome you and your child at the start of each session. There is an outside noticeboard & whiteboard with parent messages, notices and information.

Your child will have a named peg with a picture on it to help them to access their belongings independently. They will also have a corresponding name card for them to self-register at the start of each session. Please encourage them to put their name card on the wall to indicate they are here.

The door will close at 8.55 am. If you arrive after this time you will need to bring your child to the school office, where a member of the nursery team will then come to collect them.

In the event of an unforeseen emergency which will delay your child being picked up, please let the office know so we can reassure your child and make arrangements for them to be looked after until you arrive.

LUNCH CLUB

All children who attend our nursery have the option to stay for lunch. Staying for lunch is a good opportunity for children to develop their personal, social and health education, as well as their communication and language skills.

We realise that lunchtimes can be a daunting and worrying experience for young children and we do everything we can to make it a social and enjoyable time. Children lunch within the nursery environment and are encouraged to eat the majority of their lunch so please ensure your child brings in a lunch which they will enjoy and one that they will realistically be able to finish in about half an hour.

In line with our Healthy Schools status, we encourage healthy eating and ask that you do not include fizzy drinks, chocolate bars or sweets in lunchboxes. As some children have allergies, we also ask that no nuts or nut products, which include peanut butter and Nutella are included. If you are sending in grapes for your child to eat, please ensure you cut them in half lengthways to prevent the risk of choking.

Please ensure that you advise the school of any allergies your child may have.

Funding and Fees

All 3 and 4 year olds are entitled to 15 hours of Free Early Education Entitlement (FEEE) a week until they move up into reception or reach compulsory school age. This free entitlement is paid from the term after they turn 3.

In addition to the 15 hour funding, some parents may be eligible to claim the extended entitlement of a further 15 hours. Please go to www.childcarechoices.gov.uk for further details to see if you qualify. Please note that this funding is the responsibility of the parent/carer and must be applied for termly.

As your chosen childcare provider, we claim funding for your child from Essex County Council, who pay the funding directly to us on a termly basis. Therefore each term you will be required to complete and sign a funding form to enable us to make this claim.

Please note that we do not split the 15 hour FEEE with any other provider. However, should you be entitled to the Extended Entitlement, then this can be split with up to a further 2 providers with any 2 being used in any one day.

Additional Learning Sessions

If you would like your child to have additional learning sessions but you are not entitled to the Extended Entitlement then you have the option to pay for the additional learning sessions. We ask that all additional learning sessions are paid in advance of your child staying. If it is to be a regular arrangement then you may secure these additional learning sessions at the beginning of each term. We may also be able to provide ad hoc additional learning sessions and/or lunch club subject to availability.

Morning or Afternoon Sessions £15.00

Lunch Club £ 2.50

General Information

Children in the nursery are not expected to wear uniform. Please send them in clothes that they can easily manage for themselves. For example, trousers with elasticated waists are easier for children in a hurry to use the toilet!

Please ensure you name your child's clothes, especially items such as coats and hats. It is helpful if any spare clothes are in a named bag. Please also make sure that children's shoes have closed in toes, are able to be worn with socks and do not have long laces, which can be a trip hazard or get caught on climbing equipment. Please note that the nursery is a "dummy free" zone.

Pierced Ears

If your child has their ears pierced, we ask that you remove their earrings prior to each session for health and safety reasons. If you do choose to allow your child to wear earrings to nursery, please be aware that they may be unable to participate in some physical or outdoor activities. Your child's safety is of the highest importance to us.

Toilet Training

We request that children are toilet trained before starting nursery with us, unless this has been delayed due to a medical reason. Please ensure that you send your child in with spare pants/knickers in case of an accident. If your child has a medical reason, please ensure a member of staff knows.

Sun Safety

In sunny weather, please apply sun cream before bringing your child to nursery. We have a Tesco's factor 50 sun cream in the nursery, which we will use for children staying all day and need a top up at lunch time.

Please also ensure your child brings a named sun hat in summer.

Wet Weather Wear

We provide children with opportunities to play outside in all weathers and have wet weather clothing available for them to wear to stay dry. There is storage space available for your child to keep a pair of wellingtons at nursery. Please ensure that your child's name is clearly written in both boots!

Healthy Snack

In line with our Healthy Schools Status, we will provide your child with a daily snack and drink during each session. This is typically a piece of fruit with either milk or water. Your child does not need to bring in their own drinks bottle unless they are having lunch with us.

Nursery Donations

Near the entrance there is a box for nursery donations to be put in. We welcome weekly donations to help us to purchase cooking ingredients, play dough and enhanced snacks for the children. If you wish to pay by cheque please make it payable to Great Bradfords Infant and Nursery School. Suggested donation is 50p each week.

Pushchairs and Buggies

Due to fire regulations, we ask that all pushchairs and buggies are left outside. This not only helps to ease congestion in the entrance area, it enables us to see all of our children in and out safely. If younger siblings are asleep or happier to stay in their pushchair, the member of staff at the door will be happy to watch them for you.

Parking

Please do not park in the school car park or outside the main gates when dropping your child off or picking them up at the end of a session. There are two disabled car parking spaces should they be required, but these should only be used by blue badge holders.



Attendance

Regular attendance is extremely important. It enables children to build relationships and gain as much as possible from the learning environment. It also helps to establish positive routines.

If your child is absent from nursery due to illness or an accident, please notify us by calling the school office 01376 326891.

Common Childhood Illnesses

Keep at home:

- Sickness and/or Diarrhoea – can return 48 hours after last episode
- Chicken pox – can return once spots have crusted over
- Impetigo – can return once lesions are crusted and healed or 48 hours after starting antibiotics
- Scarlet fever – can return 24 hours after starting antibiotics

Can be in nursery unless advised by a medical professional:

- Tonsillitis
- Ear infection
- Slapped cheek
- Hand foot and mouth
- Conjunctivitis

Can be in nursery:

- Headlice (once treated)
- Common cold
- Coughs
- Threadworm



Early Years Foundation Stage Curriculum

Welcome to the Early Years Foundation Stage (EYFS), which is how the Government and early years' professionals describe the time in your child's life between birth and age 5 years.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through seven areas of learning and development.

Children should mostly develop the three prime areas first. These are:

Communication and Language

Listening Attention and Understanding
Speaking

Personal, Social and Emotional Development

Self Confidence and Self Awareness
Managing Feelings and Behaviour
Making relationships

Physical Development

Gross Motor Skills
Fine Motor Skills

These prime areas are the most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in four specific areas. These are:

Literacy

Comprehension
Word reading
Writing

Understanding the World

Past and present
People, culture and communities
The natural world

Mathematics

Number
Numerical patterns

Expressive Arts and Design

Creating with materials
Being imaginative

Teachers and support staff work closely to plan unique learning opportunities that are focused around the interests of every child. These learning opportunities support the children to develop in to well-rounded individuals who are confident to tackle new challenges.

Children in EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Inclusion

Special Educational Needs

At Great Bradfords Infant and Nursery School we believe that every child is individual and unique and we aim to provide a broad and balanced curriculum for all. We are committed to developing cultures, policies and practices that are inclusive.

We have systems to identify when children have barriers affecting their learning and tailor specific interventions to enable pupils to overcome their barriers. This practice of personalising learning applies to all pupils across the learning spectrum including pupils who are identified as more academically able.

Able and Talented

More able and particularly gifted children are identified at an early age so that we can provide a challenging curriculum. Expectations are consistently high across the nursery and school and children are encouraged to be independent thinkers, learners and to have enquiring minds.

English as an Additional Language

Children's home or first language is celebrated at school and it is important that parents encourage their child to continue to develop their skills in their first/home language. In school, children are supported in a variety of ways so that they can access the curriculum; build positive relationships with their peers and teachers and gain a greater understanding and use of English.



School Governors

Our Board of Governors is made up of parents, staff and members of the local community from a variety of backgrounds and with a wide range of experiences and skills. What we all have in common is a willingness to share the responsibility for making our school a happy, safe and successful environment for learning.

The role of the Governing Board is to have an overview of the school and to work as a team in partnership with the staff for the benefit of all our children. They challenge school leadership and act as a critical friend.

If you are interested in finding out more please come and ask in the school or speak to one of our parent governors.

Board of Governors

Anita Easton - Headteacher

Lisa Hilborne - Chair of Governors

Annmarie Wagstaff - Vice Chair

Helen Thomas - LA Governor

Barry Crawford - Co-opted Governor

Holly Sandford - Staff Governor

Matthew Warne - Parent Governor

Hannah Smith - Parent Governor



Policies

Please refer to our website www.gbins.co.uk for our school policies.

Behaviour Policy

We believe that good behaviour is an integral part of children's learning. A calm, purposeful and happy atmosphere enables children to fulfil their potential and learning appropriate behaviour is a vital skill for the future. From the first days at school children learn the importance of our Code of Conduct "Have Brilliant Behaviour, do Wonderful Work and be Kind and Caring."

We take a positive approach to behaviour management encouraging and rewarding good behaviour. Occasionally sanctions are necessary in the case of inappropriate behaviour. In these cases, the school seeks to work with parents to find the best possible solution. Procedures are outlined in our Behaviour Management Policy which is available on our website or from the school office.

Medicines in School

- Medicines should not be brought into school unless it is unavoidable.
- For children who have conditions requiring regular medicine for long periods or throughout their school life, parents are asked to come in and discuss their child's needs with the SENCO and a first aid trained member of staff. The medication can then be left with the school together with a signed authority form.
- A first aid trained member of staff can give prescribed medication to children. An authority form will require completing by the parent/carer and given to the school office.

Illness, Accidents and Emergencies

If your child is taken ill, or has an accident, it may be necessary to contact you urgently, with this in mind, please ensure that we are kept up to date about any change of address or telephone number - including those of emergency contact numbers. New parents will be asked to complete a form that provides this information. Parents need to provide 2 emergency contacts. Parents should also note that it is our policy to contact parents when a child receives a bump to the head.

Complaints Procedure

If at any time you have a concern about any aspect of your child's education, please do not hesitate to discuss it at the earliest opportunity with your child's teacher or the Headteacher as appropriate. We are usually able to resolve any problems this way. There is however, a statutory Local Authority written procedure for dealing with written complaints which may be seen on request.

Ofsted Inspection

In December 2016 the school had an Ofsted inspection. We were delighted that the inspectors recognised that we are a good school. If you would like to see a full copy of the report please go to - www.ofsted.gov.uk.

"This school
continues to
be good."

Ofsted

Parental Involvement

When your child comes to Great Bradfords Infant and Nursery School, we aim to give them the best possible start to their education.

As parents we expect and welcome your involvement in all aspects of your child's education. We hold regular parent/teacher/child consultations that will enable you to talk with staff, monitor the progress of your child and raise any questions you may have.

When work comes home from nursery, your child will have put a lot of effort into it. More often than not, the actual process of doing is more important than the finished piece. Please value your child's efforts, as we do, and share with us their achievements.

If you think you would like to spend some time helping in nursery, please let a member of the nursery staff know. Please note that parents will not be left to supervise children on their own – a member of staff will always be present. If you would like to come in on a regular basis, then we will need to carry out a DBS check, so once again please speak to the nursery staff so it can be arranged.

Sporty? How about helping our children to develop their physical skills in our outdoor area.

Musical? Sing or play instruments with the children.

Creative? Come in and encourage our children in the art area.

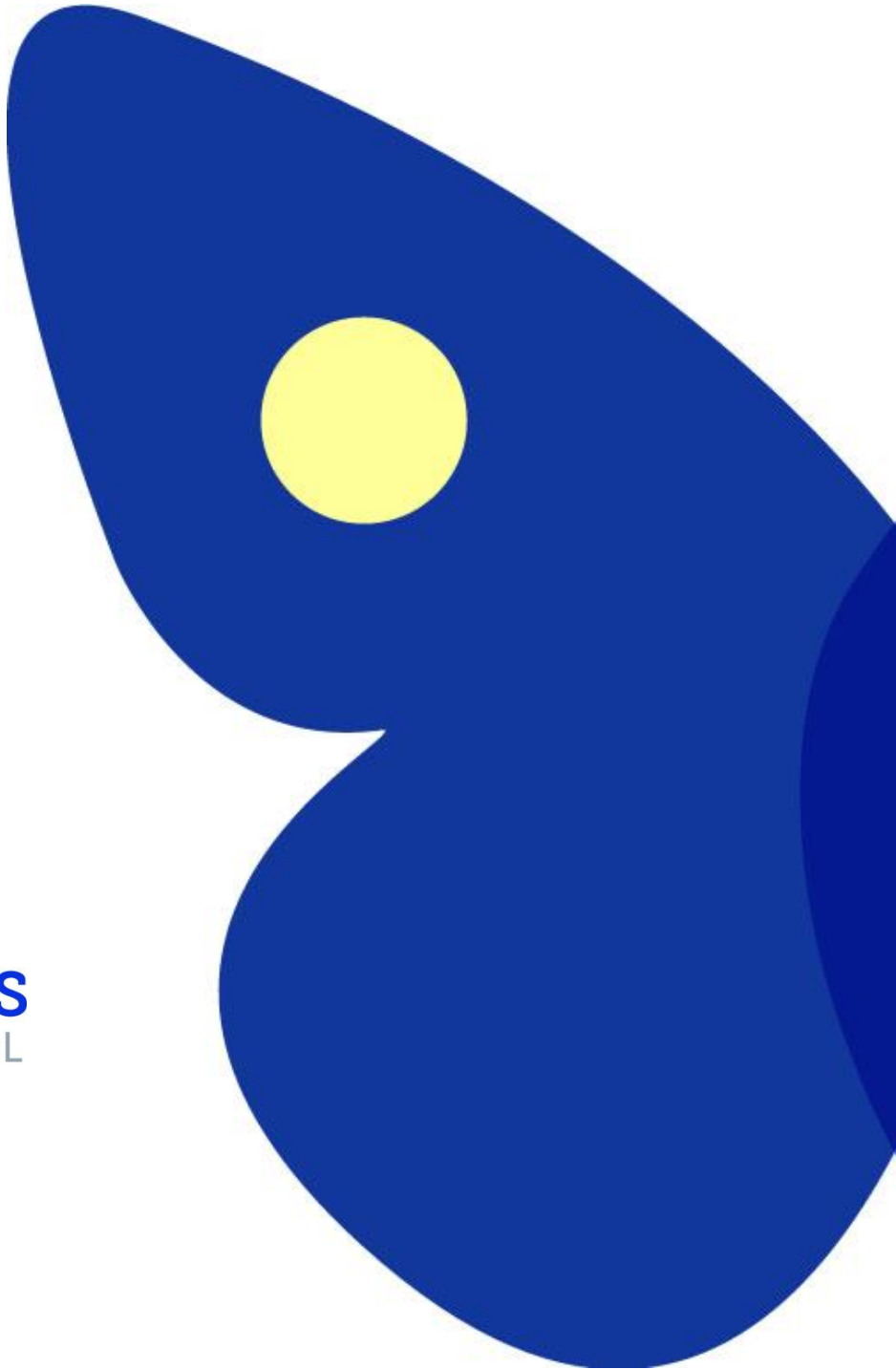
Please let us know where your interests are and we will welcome you into our nursery.

Can you help?

We are always on the lookout for:

- Junk modelling resources, such as yoghurt pots, boxes and kitchen roll tubes (no toilet roll tubes please!)
- Take and Make resources, such as old greetings cards, wrapping paper, catalogues, fabric scraps and anything shiny!
- Outside resources, such as pots and pans, old baking trays and tins, guttering or tubing, milk crates, large sheets or tarpaulin and wooden pallets
- Spare clothes





Great Bradfords

INFANT AND NURSERY SCHOOL

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Braintree
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CM7 9LW

T. 01376 326891
E. admin@gbins.co.uk
www.gbins.co.uk