



Howletch Lane Primary School

Learning Together, Achieving Together

# HOWLETCH LANE PRIMARY SCHOOL NURSERY BROCHURE 2020 - 21



Howletch Lane Primary School

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[www.howletchlane.co.uk](http://www.howletchlane.co.uk)

Head Teacher – H. L. Adair



## A Welcome Message from the Head Teacher

On behalf of the staff, governors and all of the children, I would like to welcome you to Howletch Lane Primary School Early Years Unit.

Our aim is to make your child's first experience of school a happy and enjoyable one in which they can flourish and learn in a safe, caring and child-centred environment. We value our links with parents and carers and aim to build strong, effective partnerships in order to support the children's happiness, general well-being, progress and development.

We hope you will find this prospectus helpful. It is intended to provide some useful information to parents about our school, its aims, organisation and the education being offered to your child. You will find more detailed information on the school's website at [www.howletchlane.co.uk](http://www.howletchlane.co.uk).

As parents, you have already played a crucial part in your child's early learning and will continue to do so. We hope that school and home can work together to develop the strong links necessary to provide the best possible start in education for your child.

Each term we offer opportunities to discuss your child's progress. However, staff are always happy to meet with you should any issues arise.

We look forward to working with you to ensure that, through our partnership, we give your child the first class education they deserve.

**Mrs. H. L. Adair**

**Head Teacher**





## STAFF

**Head Teacher:** Mrs H Adair

**Nursery Teacher:** Mrs C Pringle

**HLTA (Higher Level Teaching Assistant) 0.4/TA 0.6:** Mrs T Holmes

**Teaching Assistants:** Miss N Richardson & Mrs H Crombie

Other adults whom you will notice around the Unit may be Outreach staff, students and parent volunteers.

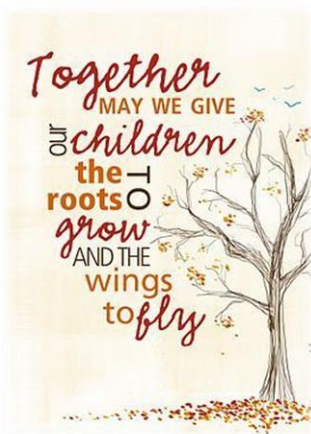
**PLEASE DO NOT THROW THIS HAND-OUT AWAY – KEEP IT SAFE SO THAT YOU CAN REFER TO IT ACROSS THE YEAR.**

## SESSION TIMES

|                          | Start Time | Collection Time             |
|--------------------------|------------|-----------------------------|
| <b>Morning Session</b>   | 8.45 am    | Between 11.30 am – 11.45 am |
| <b>Afternoon Session</b> | 12.30 pm   | Between 3.15 pm – 3.30 pm   |

Please try to ensure that your child arrives promptly for the beginning of each session and is collected on time. If you arrive before the end of the session, please wait in or at the entrance until the children are ready to leave. All children must be collected by an adult (i.e. over 16 years of age). If someone other than yourself is collecting your child please inform a member of staff. A password system is used to ensure the highest level of safety. Please make sure all adults collecting your child know your password.

School Telephone Number: 0191 5862765 The teacher takes the register at the start of each session and this must be closed within a certain time. No changes can be made after this time and if your child is not on time he/she may be marked consistently late. The door is on an automatic timer therefore it will automatically lock five minutes after the session starts. If you are late you will have to use the main reception to enter the Nursery. Please inform office staff if this is the case.





## 30 Hours Free Childcare Provision

We are currently offering up to 30 hours free childcare for those who are eligible. This is for children who are 3-4 years old and will cease when your child starts in Reception class.

You can apply online for a childcare account to get a code for 30 hours to give to your provider.

### Eligibility

Your eligibility depends on:

- if you are working
- how much you earn
- your child's circumstances
- your nationality

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

Further details on how to apply can be found at <https://www.gov.uk/30-hours-free-childcare>.



## EARLY YEARS EDUCATION

Our Nursery aims to provide a broad and balanced education for children within a happy, safe, caring and stimulating environment. The Unit provides for children from 3 to 4 years of age, with five half day sessions per week. The Foundation Stage begins when children reach the age of three and continues until the end of the reception year.

**The Foundation Stage curriculum provides experiences covering the following areas of learning:**

### Personal, Social and Emotional Development

Children are encouraged to form positive relationships and develop respect for others through play, co-operation with others and to function in a group beyond the family.

### Communication and Language

Children are encouraged to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

### Mathematical Development

Through practical experiences children will develop and improve their skills in counting, understanding and using numbers and begin to describe shapes, spaces and measures.

### Literacy

Children will be offered a wide variety of stories and poems to ignite their interests. They will begin to link some sounds and letters.

### Understanding the World

Children will explore the environment to help make sense of their physical world. Expressive Arts and Design Through a variety of activities in art, music, movement, dance, role play and design and technology, children will begin to express their thoughts, ideas and feelings.

### Physical Development

We provide opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement, this includes choosing healthy choices in relation to food.

### Physical Education

Please provide your child with a PE kit – a pair of plimsolls (not trainers), a T-shirt and a pair of shorts. Your child can come into school wearing their PE kit if you wish – this is usually a Friday (but may change occasionally if we have outside agencies doing courses – you will be notified in advance). During the colder winter months children will not access the outdoor area on PE days.





## OUTDOOR AREA

We continually build our Curriculum around children's interests and needs and offer play-based experiences both indoors and outdoors. The Nursery has an outdoor learning environment or 'outdoor classroom' to give children an opportunity to play and learn outside the classroom. Outdoor play is an important part of the learning environment in all Foundation Stage settings, providing opportunities central to young children's learning in all areas. The idea of the outdoor classroom is to enhance and complement the work undertaken in the 'inside classroom'.

It will give all of our children within the Foundation Stage an opportunity to:

- Play in a large area/open space
- Be energetic and exercise in the fresh air while growing in confidence and self-esteem
- Acquire the motivation to attempt new physical and intellectual tasks
- Experiment freely with noise and sound
- Become involved with messy activities  $\propto$  Adjust to school and become independent learners
- Consolidate skills they have learned
- Make new discoveries and to add a new dimension to activities in a different environment





## SETTLING IN

Our aim is to ensure that your child settles in as quickly as possible and feels wanted and secure with the other children and staff. In order to do this, visits will be arranged for you and your child, so that you can establish some contact before that first day. A staggered entry in the first week helps to reduce anxiety and gain confidence. Most children do settle quickly but children start with different levels of confidence, so try not to be over-anxious if your child takes time to settle down – each child is different. We are experienced in handling such situations, and you will be encouraged to accompany your child into the Nursery and stay until he/she is settled and happy to be left. Please do not leave without telling your child that you are going and when you will be back as this will only destroy the child's trust – give your child time to adjust to being away from you – it is a very big step for a young child to take. Do not hesitate to talk to a member of staff if you feel there is something troubling or upsetting your child. It may seem trivial, but if it is important to your child, it is important to us. Likewise, if there are any home circumstances or health or behaviour problems which may affect your child in the Nursery, we would greatly appreciate any relevant information. We, as teachers, can greatly benefit from sharing a parent's greater knowledge of their child and from learning something of the child's home background.



## HERE ARE SOME THINGS YOU CAN DO TO HELP

There are lots of ways in which you can help – many of these you may already do:

- Talk and listen to your child as much as possible.
- Share books and TV programmes together and talk about them.
- Encourage your child to dress and undress him/herself (especially coats)



- Please ensure your child is suitably dressed – either in the school uniform or play clothes – not ‘best’ clothes. Please choose fastenings they can manage when they go to the toilet and encourage independence when toileting.
- Please ensure all clothing, gym shoes and wellingtons are clearly marked with your child’s name. Make sure their name is large and clear enough for them to read – not only will this keep your property safe, it will help your child’s reading development. Do ask about lost property – some of it is never claimed! Children become very distressed when they cannot find their belongings so help with name labels is useful.

## SCHOOL UNIFORM

Uniform can be purchased on line by logging onto [www.totstoteams.com](http://www.totstoteams.com) use ‘click here’ to find our school. Orders can be placed at any time and delivery to school is free (home delivery will incur a postage charge. A royal blue sweatshirt with the Early Years Unit logo is available as well as cardigans, coats, and book bags.



## SNACK TIME

A drink and a snack are provided for all the children so there is no need for snacks or sweets to be brought in by the children. There is a fund which enables us to provide extras. A weekly contribution of £1.00 is much appreciated as it covers the cost of baking, presents for birthdays, biscuits, outings and materials. You will be given log in details for ParentPay when your child starts the nursery and you can contribute through your account.





## WHEN YOUR CHILD IS SICK

If at any time your child is absent because of illness etc., please let us know the reason by phoning on the first day of absence. You must also ensure that your child is fully recovered before allowing him/her to return as many infections are passed on at school which could be avoided. If you know in advance that your child will be absent (a visit to the doctor, dentist or family holidays for example), we would also appreciate a note or warning and explanation. When your child is sick at school we contact parents as quickly as possible. We need to have a phone number to contact home – and a second contact number in case of real urgency (such as a grandparent, child minder, aunt etc.) when we cannot contact the parent. We cannot over-emphasise the importance of giving the school all relevant information about your child's medical background and any health problems they may have. Please complete the contact sheet giving all the above information - everything you note will be treated in the strictest confidence. Additional forms are included for you to complete – i.e. consent form for educational visits, photographs, medical treatment etc as well as information needed for the Durham County database (covered under the Data Protection Act – a copy is included) Please contact the school when any changes occur to help us keep our records up to date.

## READING

The main idea which we aim to foster in children throughout the school is that reading and books are FUN! We feel that parents have an important and vital role to play in helping their children to learn to read, and we hope to involve them in every stage of the process. Learning to read involves bringing together a lot of different skills – some children will already have acquired some of these skills before starting school – many more will be developed in the Nursery and throughout the school. We, as a school, use a combination of methods in teaching children to read, and find that different methods suit different children. There are wide differences in the age at which children are ready to read, depending on individual development and experience. Enjoy stories with your child and encourage him/her to handle books with care. LIBRARY We have a library session every Tuesday. Children can select a book to take home for a week and return it to nursery on a Monday.

The more that you read,  
The more things you will know.  
The more that you learn,  
The more places you'll go.  
-Dr. Seuss



## PUPIL PROGRESS AND SPECIAL NEEDS

Progress records are kept on each child and parents will be given the opportunity to see their child's report at the end of the academic year. Progress is assessed and monitored and parents are invited to discuss their child's progress at Parent's Days, or sooner if there are any concerns. A member of staff is always available. We aim to inform and involve parents whenever possible when a child is experiencing learning difficulties. Once a problem has been identified, the teacher will plan tasks to match the individual child's ability. Whenever possible, parents are invited into school to discuss how to support their child at school and at home. Sometimes it is necessary to provide support from outside agencies such as speech therapist, school nurse or doctor, educational psychologist or audiometrician. If you are concerned about your child's progress staff will be pleased to discuss your concerns with you – don't hesitate to contact us. (A policy document about children with special needs is available in school).



## SCHOOL RULES

School rules are few in number and are basically common sense, or for the general safety and well-being of the children.

The following are therefore encouraged and expected in our school:

- High standards of behaviour – children are encouraged to become responsible and to develop self-control.
- Listening carefully to all adults as well as to each other
- Good manners and consideration for others



- Respect for other people's property and their own
- Regard for safety rules in school e.g. walk, don't run

We hope the children will learn to take pride in themselves and their work at all times and be a credit to their parents, the Unit and themselves.



## HEALTH AND SAFETY

The health and safety of your child is one of our prime considerations and checks on hearing, sight, teeth and general health are made throughout the school year by the local health authority (you are usually notified in advance of their visits). Jewellery can be dangerous when children are playing – please leave it at home. If you are parking your car in the school grounds to drop off or collect your child from the Nursery, please take every precaution to ensure the safety of other children in the school. **DRIVE SLOWLY AND WITH CARE** and **PLEASE** only park in designated parking bays.

## GENERAL INFORMATION

- Children play outside, even in winter, so they need clothes for outside play (even if they travel to nursery by car). Always bring a second layer of clothing. Sun hats are essential during the summer and shoulders must be protected.
- Please ensure that coats have a large tape loop to hang on pegs, otherwise they simply drop off our coat pegs! A large loop helps your child to develop independence and responsibility towards their property (the commercial loops are inadequate).



- If children come in wellingtons in bad weather please bring shoes to change into – not slippers as they can be dangerous.
- Try to discourage your child from bringing toys from home in case they are lost or broken. We do welcome items relating to classroom themes and displays - books and items of special interest.
- We appreciate scrap materials such as boxes, tubes and wool for our model making.
- We also appreciate any outgrown underwear and socks for the accidents that do occur from time to time. If your child has been changed please wash and return the clothes as soon as possible.



## STARTING SCHOOL (Reception Class)

Your child will receive a postcard from the Admission's Department of Durham County Council in October. This postcard will give information about applying for a reception place at the school of your choice. It is very important that you apply for a school place as having a place in our nursery does NOT mean you automatically get a place in our school. YOU MUST APPLY FOR A SCHOOL PLACE or Durham County Council will allocate you a place at any school and this may not be the one you would have chosen for your child.

## COMMUNICATION

We try very hard to keep parents/carers up to date with important dates and information which may concern your children. It is very important, however, that you provide school with a mobile telephone number to receive texts and an email address to receive copies of letters, newsletters. You can download our school app to your phone and find all



information on our school website. Last, but certainly not least! Parents are ALWAYS WELCOME to come in with any concerns or worries. Appointments can be made with the class teacher by contacting the school office.

