

# Nursery Handbook



Holy Trinity C.E. (C)  
Primary School  
Burton upon Trent

# Holy Trinity Staff



**Mrs Nicola Oliphant  
Headteacher**



**Mrs Claire Goulding  
Deputy Headteacher/SENCO**



**Mrs Catherine Hughes  
Nursery Class Teacher**



**Mrs Hayley Holden  
Learning Support Assistant**

Holy Trinity Nursery is an LA Nursery that is part of Holy Trinity Primary School. It has an enclosed outdoor play area to the rear of the building that is shared with the Reception class.

## Aims

To provide a caring, positive, secure and stimulating environment in which all children are encouraged to develop their full potential.

To plan and carry out a differentiated curriculum which is child-centred, broad, balanced, relevant and meets the requirements of the Early Years Foundation Stage Framework.

To develop positive working relationships between home, school and the local community.

To enhance and nurture each individual's self-esteem and their ability to value their own and each others worth and talents.

To offer a wide range of high quality experiences which enable the children to acquire concepts and skills which help them to understand themselves, their culture and the world in which we live.

To develop the natural curiosity and willingness to learn that young children exhibit and to foster positive attitudes to learning.



**Miss Chloe Glover**  
**Learning Support Assistant Apprentice**



## **Nursery Sessions**

### **Times**

During term time Monday - Friday from 8:45am - 3:45pm

Morning (Maintained) Nursery Session - 8:45am - 11:45am

Lunchtime Club - 11:45am - 12:45pm

Afternoon (Governor Run) Nursery Session - 12:45pm - 3:45pm



## **Punctuality**

Please ensure you arrive on time for the start of the session and that you collect your child on time. This is an important habit for your child to learn and can affect their confidence and self-esteem if they are consistently late or left waiting when the rest of the group have returned home.

## **School Terms and Holidays**

A parent newsletter is issued on a half-termly basis with topic information and dates relevant to the Nursery. A whole school newsletter also comes out almost fortnightly with whole school information.

## **Lunchtime Club**

We operate a lunchtime club from 11:45am - 12:45pm every day. The cost of the session is £3.50 and includes a hot school dinner. Lunchtime club is a good way of getting the children used to the routines they will be following in Reception and allows them to continue to develop social skills. It is also an opportunity to try school dinners and see what it is like to stay at school for a longer period of time.

## **Afternoon (Governor Run) Nursery sessions**

Afternoon sessions are also available from 12.45pm - 3.45pm Monday - Friday. The cost of a three hour afternoon session is £14 if it is an add-on to the morning sessions and including lunch club. You can also access the afternoon sessions the term after your child turns three and can use their 15 hours of free childcare. You can access as many or as little of the afternoon sessions as you require. Please see Mrs Arthur or Mrs Hind in the office on a Monday morning to book your child's place at lunchtime club or for afternoon sessions. All payments are to be made on ParentPay (log in details will be given during induction).

## **Induction Procedures**

**Stay and Play.** You and your child will be invited to school for a stay and play session the term before they are due to start. The session last for one hour and you are welcome to leave children if you would prefer. There is also an Open Morning at the end of each term from 9:30 - 11am and you are more than welcome to come to.

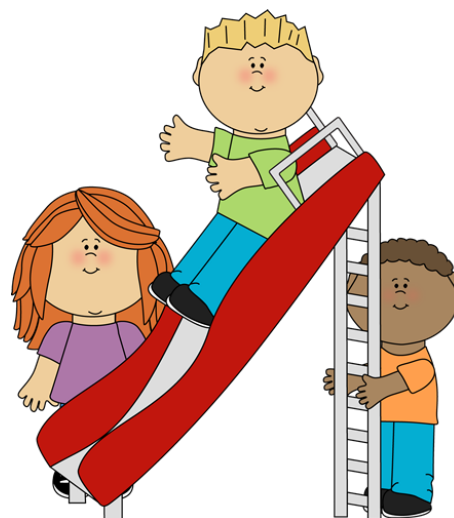
**September intake for the Morning (Maintained) Nursery** If your child has not attended the Afternoon (Governor Run) Nursery sessions they will be invited into school for a morning in a smaller group to allow them to settle.

This also gives staff the chance to get to know your child in a smaller group before all the children start.

## Other Information

### Behaviour

At Holy Trinity Nursery we work together to ensure a consistent, positive approach to behaviour. We expect our children to be polite and to behave in a sensible and thoughtful way. Positive rewards are offered to our children when they model good behaviour in the form of praise, stickers and certificates.



### School Uniform

Children who attend Holy Trinity are encouraged to wear school uniform to allow the children to develop a sense of belonging. Please ensure all your child's clothing is clearly labelled. School uniform can be ordered from the school office and the school holds regular second-hand uniform sales. Please encourage your child to be independent and hang up their own coats on their labelled peg.

We ask that you send your child to school with a P.E. bag containing a complete change of clothing and a pair of pumps for occasions when they may get wet during activities or for those times when accidents occur. This set of clothing does not need to be school uniform.

### Health

There will always be a paediatric first aider available in school when needed. Should your child have an accident in school it will be recorded in the accident book and you will be informed by a member of staff who will ask you to sign the book. If your child is unwell or something more serious than a graze or bruise occurs you will be contacted straight away by a member of staff. **Please ensure we always have an up to date telephone number to contact you on.**

If you are aware that your child is unwell please do not send them to school. If your child has been sick or has had diarrhoea, please keep them off school for 48 hours from the last episode. Please contact school on the first day of illness and let the office know when your child is expected back to school.

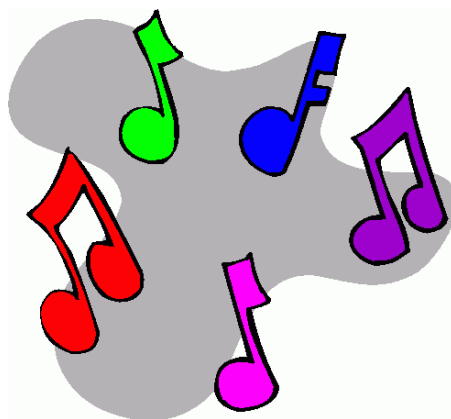


If your child requires medicine during school hours please go to the school office and ask for a "Medicines in School" form.

## **Morning (Maintained) Nursery Fund**

Nursery Fund for the morning nursery will be £1.00 per week for the purchase of cookery items and craft materials. This fund is also used to purchase extra resources to ensure creativity in all topics and for Kimble's music and movement sessions.

During the summer term we may be able to run Kimble's sessions for the Governor Run afternoon nursery if there are enough children present. We will then ask for a contribution of £1 per week towards the cost of Kimble's.



## **Snack time**

All the children are entitled to a carton of milk and fruit during each session. At the beginning of the year milk monitors are used to give out milk with the children working towards selecting their own milk and putting their own straw in their carton by the end of the year. We expect the children to show good manners during snack time by saying please and thank-you and demonstrating good table manners.

## **Nursery Curriculum**

The activities that the children enjoy at Holy Trinity Nursery are carefully planned using the Early Years Foundation Stage Framework. The Framework covers three prime areas of learning and four specific areas of learning:



### **Prime Areas**

**Personal, Social and Emotional Development** Children learn to form relationships; to work together; to develop good attitudes to their work and play and gain a sense of themselves and their community.

**Communication and Language** Children acquire language and develop their listening, talking and thinking skills.

**Physical Development** Children develop the skills to use their bodies in a safe and healthy way, as they move in small and large spaces. They begin to use both small tools and apparatus with more control.

## Specific Areas

**Literacy** Children will develop their early reading and writing skills using play-based activities and the role-play area.

**Mathematics** Children have opportunities to solve simple problems, use numbers and counting as they play. They begin to develop language of shape, space and measures and early calculating skills.

**Understanding the World** Children are encouraged to find out about and explore the world around them often through senses, to make models, use technology and begin to understand about their own past.

**Expressive Arts and Design** Children have the opportunities to express themselves and their ideas in a variety of ways and with a variety of materials. They use their imaginations through singing, dancing and pretend play; as well as painting, collage and model-making.

## Letters and Sounds

To support the teaching of communication, language and literacy a phonics programme called Letters and Sounds is used.

## Themes

The activities in the nursery are planned around themes. The themes for the term will be outlined in the nursery newsletter given at the beginning of the term. The themes used within the nursery will reflect the diversity of the curriculum and interests of the children.

Some examples of themes we may choose are:

Nursery Rhymes  
Traditional Tales  
Celebrations  
The Jungle



Ourselves  
Our senses  
Spring  
Minibeasts



Dinosaurs  
Transport  
Pirates      The Seaside



## Assessment

Assessment in the nursery begins during the stay and play sessions. The staff at Holy Trinity will record what they observe as your child joins in with every day routines and activities as well as when they are playing and working. They record this in the form of photographs, comments on post-it notes, comments on look, listen and note record sheets and examples of your child's work. This will show the progress they have made while they are in our Nursery. It is collated in your child's Learning Journey Book.

There will be opportunities during parent and teacher meetings for parents and children to make comments for the profiles. We also have a WOW kite outside nursery. Kites will be sent home to you in their Home Learning Book. You can record all the wonderful things your child has done at home on a kite and place it on the WOW kite outside nursery. These kites will then go into their Learning Journey Book and contribute to the picture of your child's progress.

Your child's profile will then be passed on to their Reception Teacher at the end of the year.

## Concerns or complaints

If you have any concerns the staff will be available to see you before or after the session. We will come and speak to you if we are worried about your child in any way or if any incidents or accidents have occurred during the session. We do also endeavour to inform you straight away of any amazing work or comments your child has made during the day.

We are sure you will be happy with the hard work that takes place in Holy Trinity Nursery but should you have any concerns please speak to the class teacher initially to resolve any issues. Should you need further assistance please see Mrs Goulding the Early Years Co-ordinator.

