

Little Blossom



Nursery

Shiremoor Primary School

Two Year Old Provision

Parent Handbook



Welcome to the Shiremoor Two Year Old Provision

Little Blossom Nursery is a special place full of high quality learning and friendship, where all children are happy; feel safe and are valued. We provide the best educational provision in a stimulating and creative environment, in which children can explore and discover the world.

Under the Early Years Foundation Stage (EYFS) there are 7 areas of learning that shape the educational programmes for early years settings.

All the areas are important and interconnected but 3 of the areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building on their capacity to learn and thrive.

The **3 Prime areas** are:

Communication and Language

Physical development

Personal, Social and Emotional development

There are also a further **4 Specific areas** through which the prime areas are strengthened and applied:

Literacy

Mathematics

Understanding the world

Expressive arts and design

Our Vision

The Shiremoor Two Year Old Provision offers a welcoming friendly atmosphere for both child and parent/carer where children can create, explore, imagine and learn.

We set the foundations of your child's first steps on their Learning Journey which provides the basis for all future learning. We pride ourselves on listening to children and those who care for them and using this information to personalise each child's learning.

Learning should be fun and we strongly believe in first hand learning, valuing the importance of the outdoor environment to develop children's thinking and problem solving skills.

We believe that every child is unique and should be treated so allowing them the opportunity to develop and learn in a safe and nurturing environment where play and learning is combined. We are committed to giving our children the best possible start to their school life, teaching them skills which ensure their well-being now and success in the future.

Admissions

Shiremoor Two Year Old Provision offers part time places in both the morning and afternoon, Monday to Friday, during term time only. Morning sessions run from 8:30am to 11:30 am, and afternoon sessions from 12:00pm-3:00pm.

We currently provide places for up to 8 children in the morning and 8 in the afternoon. These places are funded places for 2 year olds, dependent on families meeting specific eligibility criteria.

Little Blossom's Staff Team



Mrs Scott



Miss Armstrong

Settling In

Your child will be assigned a key person. Their role is to help ensure that your child's care is tailored to meet their individual needs; to help them become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents or carers.

The settling in process is intended to provide a small amount of supported time for you and your child to become acquainted with the provision. This is also an opportunity for you and your child to begin forming a relationship with your child's key person.

Settling in will take three sessions but we are aware that some children may need more support than others throughout this process. The following sessions are compulsory:

Settling in Session One One hour for you and your child to spend time within your child's new provision. You will both be supported by your child's key person who will give you both a tour of the room and introduce you to staff. You will spend some time during this session discussing your child's needs and routines with their key person to ensure that we are able to care for them in the best possible way.

Settling in Session Two Up to half a day in your child's provision, you will begin this session with your child in their room. At some point during the session you will be encouraged to leave your child for a short period of time.

Settling in Session Three If it is felt that your child is confident in the environment after these two sessions then you are able to drop off and collect your child at their allotted session times. If it is felt that your child needs longer to settle in, this will be negotiated with yourselves, your child's key person and the Two Year Old Provision Leader.

Drop off and Collection

Please bring your child to the provision in time for the start of their session, through the gates next to the Two Year Old Provision.

Morning session

A member of staff will open the gates at 8:30am.

The session finishes at 11:30am. The gates will open at 11:20am for collection.

Afternoon session

A member of staff will open the gates at 12:20pm.

The session finishes at 3:20pm. The gates will be open at 3:20pm for collection.

Due to staffing needs in main school we have only limited times for the gates to be open so if you are late, please make your way round to the main school entrance.

Routines

In terms of day-to-day routines, we believe in offering the children an independent, safe and nurturing environment. Children are free to control their own learning throughout the day with minimal interruptions to set routines. We believe in offering the children key points such as Welcome Time, Snack Time and Story Time as sign posts throughout the day.

A Typical Session

8:30 Welcome children, registration and wake up, shake up

8:50 Child initiated play, adult led activity and reading focus

9:50 Outdoor play

10:30 Group time

10:40 Milk and snack time

10:55 Mark making or dough disco

11:00 Story and song time

11:15 Goodbye song

11:20 End of session

Activities and Resources

We know that children learn best through play , when fully engaged with ideas and activities that interest them. There is a weekly plan of what will be arranged in the Two Year Old Provision. It is play based and includes scope for children to self-select within a particular area as well as choosing activities to get involved with overall.

Below are some of the resources and experience that will be regularly offered to the children.

- Cosy book corner
- Home corner
- Art activities
- Sand and water
- Malleable Play
- Construction toys
- Dressing up
- Small world toys
- Bikes and trikes
- Sensory play
- Climbing
- Being Outdoors

Essential Items

Please provide the items listed below for your child on a daily basis. It is important that your child's clothing and other property are clearly labelled with their name.

Please dress your child in easy to manage clothing as this helps us develop independence in toilet training and taking off/putting on shoes.

Please do not send you child in their best clothes as they may get messy as they play and learn. Please do provide:

- A labelled bag with 2 sets of spare clothing
- Any comforters your child may have (dummy/teddy). The children will be encouraged to leave dummies in their bags as they settle into their new environment.
- A large pack of labelled nappies/wipes and any creams. We do not have the facilities to put used nappies in our waste so you will be given any wet/soiled nappies to take home at the end of every session. Please provide nappy sacks for this.
- Any medication i.e. asthma inhalers/pump to be given to designated first aider.
- Waterproofs labelled
- Wellington boots labelled.
- Sun hat and sun block, clearly labelled.

Snacks

Fresh water will be available to your child throughout their session a small snack will be served with milk midway through the session.

Could you please provide a water bottle for your child. This will stay at nursery, be cleaned after every session and be refreshed with clean water daily.

If your child has any specific dietary requirement, please let us know.

Attendance

It is important that your child attends the provision on a regular basis. This will help your child to settle more easily and learn routines. If your child misses too many sessions, school will review their place as other children may be on a waiting list. If you no longer require your place, please let us know as soon as possible so that we can notify the Local Authority.

When children are ill

Please inform the school of any planned absences and if your child is unable to attend due to sickness.

If the staff feel that your child is too ill to remain in the provision, our policy is to ring parents/carers and request that the child is taken home. You will be asked to come to the main school entrance to collect your child.

It is our responsibility to protect every child from contagious diseases and from infections that can spread rapidly in young children. E.g. persistent high temperature, eye and skin infections, sickness and diarrhoea, heavy coughs and colds that make breathing difficult.

Medication

We are able to administer prescribed medication, but it is essential that you sign a consent form with full instructions on how to administer the medicine. If your child requires regular medication, it is the parent or carer's responsibility to make sure the school has the appropriate medication, which must be in date, accompanied by a signed permission form.

Please advise us immediately of any changes to your child's medical status.

Accidents/Incidents

If your child has an accident whilst at the provision, a member of staff will complete an accident form which will give a brief summary of the incident and the action taken by a first aider.

If your child arrives at the provision with injuries or bruising, you will be asked to write a brief summary of what happened on the provision Existing Injuries form, sign and date it.

Keeping you informed

Learning Journals

We use Learning Journeys to record observations, photos, assessments and notes of your child's learning and development. These will relate to the Early Years Foundation Stage Framework.

In accordance with our Safeguarding policy, Staff are not permitted to take photos or recordings of a child on their own mobile devices and must use a school iPad provided by the provision.

Staff will invite parents and carers into the provision, throughout the term to view their child's learning journal with their key worker. Parent and carers can see the observations which have been carried out, the outcomes their child has achieved and discuss any next steps they are currently working towards.

We invite you to add your thoughts and responses to your child's learning journal. We want to work in partnership with you and welcome any contributions you are able to provide for your child's learning journal.

Sleep and Nappy changing

The key workers will keep a sleep chart and record times when your child went to sleep and woke up. They will check your child while they are sleeping at regular intervals. You will also be informed of nappy changes and developments with toilet training.

Parent's Notice Board

There is a parent's notice board in the provision and weekly notices and policies will be displayed here. Please make sure that you read the notice board regularly.

Two year old Progress Check

The Two Year Old Provision will also complete your child's Two Year Old check and report, using evidence from your child's learning journal.

Policies

We have a full range of policies and procedures in place. Please ask the provision if you would like a copy of any of these policies.

Mobile Phones

No mobile phones should be used on school premises.

Safeguarding

This is the highest priority in school and we will work with you to ensure children are well safeguarded at home and in school.

No Smoking Policy

Shiremoor Primary School is a non-smoking environment. Smoking is not permitted anywhere on the premises.

Dogs

Dogs are not permitted on school premises.

Staff

Headteacher & Lead Designated Person for Safeguarding: Mrs B. Middleton

Deputy Headteacher & Lead Designated Person for Safeguarding: Miss L. Welsh

Learning Mentor & Lead Designated Person for Safeguarding: Mrs P. McNamara

Assistant Head SENCO: Mrs A. Irving

Early Years Leader: Mrs L. Pearson

Two Year Old Provision Manager: Mrs N. Penketh

Early Years Teaching Assistant: Mrs S. Scott (Key Worker) First Aider

Early Years Teaching Assistant: Miss N. Armstrong (Keyworker) First Aider

Contact details

Mrs. Kerton—School Administrator

Mr. Hill—Chair of Governors

Shiremoor Primary School

Stanton Road

Newcastle Upon Tyne

NE27 OPW

0191 2524188

Website: shiremoor-primary.co.uk

In the event of the absence of a member of staff, one of our other Early Years Team