



LITTLETOWN **Nursery** Prospectus 2018-19



**Happy
Successful
Reaching
full potential**



**Come and
be part
of our community**





**LITTLETOWN
Nursery**

Welcome...

Dear Parent/Guardian

**Welcome to Littletown Nursery,
part of Littletown Primary Academy in Honiton.**

The Nursery is a purpose built setting, providing care and education for children from the term after their third birthday until they start Reception class at school.

The Nursery has a large central room, with smaller rooms branching off, providing a large, open space for the children. We also have a large outdoor environment which had a complete makeover in Spring 2017, following our successful bid to be awarded a grant of £8-12,000 as part of the Tesco Bags of Help scheme.

The philosophy of the Nursery is to provide a continuous, free-flow provision where every child is considered to be unique and where they feel safe and secure, whilst becoming confident, self motivated, independent learners through their play.

The Nursery Practitioners work closely alongside parents/guardians and other child care professionals. Working in partnership is essential to the well-being and development of children.

The Nursery Prospectus contains all of the information that you should require when considering Littletown Nursery for your child, but if you need any further information, please do not hesitate to contact us.

Becky Jackson
Nursery Teacher



Our Nursery



Safe, Friendly, Nurturing



Mrs Becky Jackson

Nursery Teacher





Admission Policy

In line with the Devon Guidelines all children are entitled to a place in a nursery or Foundation Unit the term following their third birthday. An Admissions Panel meets three times a year to review current applications and allocates places in line with the Devon Guidelines and according to our school's admissions policy. Please ensure all applications are received by the school before the deadlines stated below.

1st April – for the following September • 1st July – for the following January • 1st Jan for the following April

If your application misses the deadline it will be considered at the next Admission Panel meeting. When applying for Nursery sessions, please ensure that you indicate whether you have any work commitments which influence your choice of sessions. This will enable us during place allocation to try and match places to your needs as closely as places allow.

Session Times

We offer the Early Years Education Funding in a flexible way. Our school makes a core offer of 15 hours (30 hours if applicable) during term time:

- Morning sessions 8.00 to 12.00pm
- Morning sessions of 9.00am to 12.00pm
- Afternoon sessions of 12.00pm to 3.00pm
- Afternoon sessions of 12.00pm to 6.00pm
- All day sessions of 8.00am to 3.00pm
- All day sessions of 8.00am to 6.00pm
- All day sessions of 9.00am to 3.00pm
- All day sessions of 9.00am to 6.00pm

Our school offers the following options for purchased hours before 9.00am and after 3.00pm during term time:

- 7.50am to 9.00am
- 4.15pm to 5.15pm
- End of nursery to 4.15pm
- 5.15pm to 6.00pm

The minimum number of sessions we allow are 2 and these need to be taken over 2 days.

Children attending a whole day or arriving at 12pm for the afternoon session will need to be provided with a packed lunch or purchase a school dinner from the School Office. Funding for lunches may be available for children who are eligible for Early Years Pupil Premium. Please ask for details.

We aim to provide a flexible choice for parents but start times are set at 8am, 9am and 12pm.

We offer you the opportunity to choose your hours subject to availability of spaces.

Session choices are set for at least 1 term and if you would like to request changes to your choice then you need to give a minimum of 1 month notice in writing to the school.

It is possible to purchase additional hours if available at a cost of £4 an hour. We also accept workplace childcare vouchers when paying for extra sessions. We aim to provide a flexible choice for parents but start times are set at 8am, 9am and 12pm. We offer you the opportunity to choose your hours subject to availability of spaces.





Aims of our School

At Littletown Primary Academy and Nursery, we aim to help every child:

- **Be happy and successful**
- **Reach their full potential**
- **Be a responsible member of our community**



Our Aims and values

ASPIRE

Be an outstanding school in every respect
Be the school of choice for our local community
Remove all barriers to aspiration and achievement

CARE

Create an ethos that is safe, caring, happy,
supportive and welcoming
Nurture the safety and emotional and physical well-
being of the Littletown community.

LEARN

Develop independent and creative thinkers who
enjoy learning
Encourage through high expectations, the
development of personal aspirations and life-long
learning for all.
Develop resilience and perseverance

RESPECT

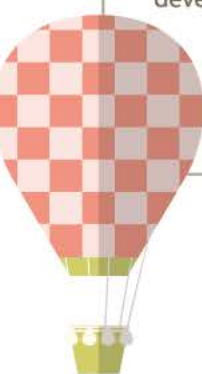
Develop pride and respect towards self, others and
the environment
Recognise people have different strengths and offer a
wide range of opportunities for all

CELEBRATE

Celebrate the individuality of children, staff and
governors, their unique skills and qualities and their
contribution to the life of our school.
Nurture the diversity of abilities, beliefs and cultures

COOPERATE

Have a strong partnership with parents, carers
and communities
Develop an active partnership with parents, carers,
local and wider communities.
Self-evaluate and collaborate, leading to the
improvement, development and achievement of our
individuals, groups and school.





**LITTLETOWN
Nursery**

Aims of our Nursery

Through our nursery, we aim to build a happy foundation as a basis for learning, to enable your child to feel confident and secure in Nursery and throughout the school. In our purpose-built Nursery we are able to provide the facilities and learning environment to ensure that your child will be happy, secure and socially confident.

We aim to do this by:

Ensuring that children feel settled, happy and secure in the nursery environment, which will lead them to feel valued, build their confidence and help them to begin to socialise with other children.

Building on the valuable foundations provided by the family, in order to consolidate and extend the children's learning.

Welcoming parents, sharing information and encouraging them to take an active role in the Nursery.

Encouraging children to initiate activities and become more independent. Recognising the value of play and talk as a medium for learning.

Providing a range of activities for the children that take into account their interests and achievements and their physical, intellectual, emotional and social development.

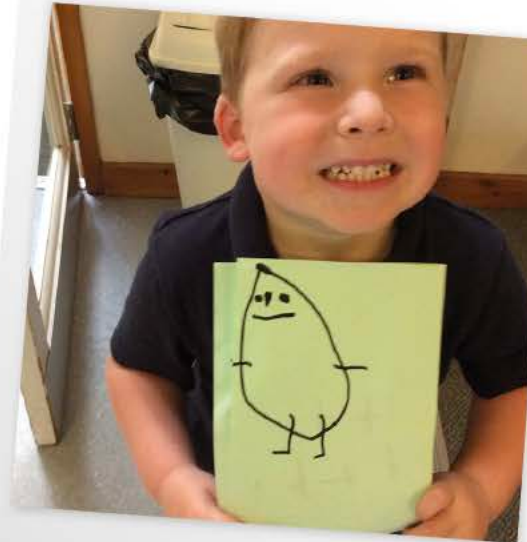
Assessing children's progress and learning and using this information to inform future planning with reference to the Foundation Stage Curriculum.

Settling in

The settling in period is paramount to your child feeling safe and secure in the Nursery environment. At Littletown Nursery we want parents/guardians to have confidence in both their child's well being and their role as active partners with the Nursery.

The Nursery allocates a Key Worker to each child and family. Their key worker is a member of staff who they will meet up with daily to participate in group time where they will share milk, stories, songs and share news. It is the key workers job to observe your child during their play and keep a record of their learning. The Nursery teacher will plan next steps for your child to ensure they make good progress whilst at nursery.

Every child and family are unique and we will work with each family to ensure your child settles with us as quickly as possible. The Nursery will support all families to ensure that every child feels safe and secure before their parents/guardians leave them in the Nursery.





Nursery Provision

Our Nursery is very spacious and has excellent provision both indoors and outdoors. Inside we have a large room with smaller rooms branching off, providing a range of provision:

- craft • water • sand • sticking
- painting • playdough • a number area • music area
- computer area • large construction area • mark making area • small construction
- small world • role play area • book area • interactive white board

Our outside area provides opportunities to develop children's gross motor control and broaden their knowledge of the natural environment. Children are encouraged to explore, discover and problem solve to extend their learning. In Spring 2017, our outdoor area will be transformed following a successful bid to 'Tesco Bags of Help' for a large grant. Please visit the Nursery to see the exciting plans for the new area!

General provision includes:

- sand • water • bikes • den building
- large construction • mud kitchen • space to run • a undercover shelter

Every child is allocated a colour group and given a key worker. Every day they will have a group time with their key worker. They will also have plenty of time to independently explore all the areas of provision both inside and outside.





The Foundation Stage of Learning

The Nursery and Reception classes are referred to as the Foundation Stage of learning. This is an important stage, as it is during this time that attitudes to learning are formed and social skills developed which lay the foundations for future education.

Young children learn most effectively through a balance of structured and child initiated play. The Nursery teacher plans for children's learning in seven areas to ensure that all areas of development are covered within an interesting, stimulating and supportive framework. They also ensure that children progressively develop their skills and knowledge throughout this phase of their school life. The children are taught directly and also have a choice of planned activities so that they are able to develop independent learning habits.

The seven areas of learning and development are:

Prime Areas

The Prime areas run through and support learning in all other areas.

As soon as your child starts Nursery we aim to develop their:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas

The Specific Area include essential skills and knowledge and grow out of the prime areas.

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design



Every half term we follow a theme/topic, planning carefully to cater for the children's interests. Adult focused activities are delivered in small groups which take account of each child's unique qualities and that each child learns and develops in different ways and at different rates.

Adult led activities also work with small groups of children who choose to come to the activity whether it be painting, making, puzzles, games, reading books etc...

We will be assessing your child's learning and development, through written observations and photographs. The evidence is collected in your child's Learning Journey which will follow them from Nursery through to the end of the Reception school year. You will have online access to your child's Learning Journey, however no one else can access this online.





LITTLETOWN
Nursery

Communication & Language Development

We aim to create a language rich environment in which the children are encouraged to develop their skills in speaking and listening in both child-initiated and adult led activities. We encourage the children to bring in things from home linked to our topics to show and tell during group time. The children have access to books everyday and listen to stories as well as share books with their friends, thereby learning to handle them appropriately.

Physical Development

The wide range of equipment in the nursery allows children to develop confidence in the control and mobility of their own bodies, both indoors and in the outside area. Children have the opportunity to develop their control of one-handed tools such as pens, pencils, paintbrushes and the computer mouse. They are also encouraged to develop a positive attitude towards a healthy way of life: exercise and healthy eating habits.

Personal, Social & Emotional Development

Within the Nursery we support the children to develop their self-confidence and self-esteem by helping them to create ownership of the nursery and a sense of belonging to their environment. Through activities, conversation and clear instructions children are encouraged to develop independence and to take part in sharing, caring and co-operating with other members of the nursery and staff.





LITTLETOWN
Nursery

Literacy

Reading

The children develop their listening skills by enjoying a variety of different books, poetry and rhymes. The children become more aware of the way stories are structured and are encouraged to join in with repeated parts of the story and think about settings, events and characters. We aim to provide a wide range of fiction and non-fiction books for the children to enjoy independently in all areas of nursery.

We follow the Letters and Sounds phonics programme developing the children's speaking and listening skills. This happens every day at nursery and prepares the children for learning to read by developing their phonic knowledge and skills. We encourage the children to identify their own names and learn the sound their name starts with.

Writing

We have a writing area in nursery to encourage the children to choose resources to independently mark make. They enjoy using different types of pens, pencils, paint brushes, whiteboards, letters, envelopes, notepads, clipboards, chalk... We also encourage children to mark make in all areas of nursery and provide opportunities for them to mark make outside.

Mathematics

Through a range of practical activities the children become familiar with counting, matching, sequencing and sorting; all of which form the basis for early maths skills.

As their mathematical understanding grows children are encouraged to learn the vocabulary of maths and apply this to various activities in the Nursery.





LITTLETOWN
Nursery

Understanding the World

This area encourages children to explore and understand the environment around them; at home, within the nursery and the wider community. Children are encouraged to ask questions about why things happen and how things work, as well as make a simple record of their observations. We also aim to encourage the children's confidence and skills with simple technology such as operating simple technological toys, CD players and remote controls. The children also have access to computers to use during their play and learn to operate simple programmes and develop their mouse control.

Expressive Arts and Design

The nursery provides a range of experiences and resources to encourage children to express themselves in a variety of ways. These include working with a selection of painting and mark-making apparatus and constructing with different materials.

We also provide role-play areas linked to the theme for children to extend their creative play. We have singing sessions everyday and use music and musical instruments to encourage children to express themselves.





Opportunities available in the Nursery

Littletown Nursery is a part of the main school and we have many links to ensure the children feel part of the Littletown family. These links also help to encourage a smooth transition when they move to their Reception classes.

These links include:

The school library – Whilst in the library children share books with each other and listen to new stories. We aim for them to develop a love of books and an understanding that books are special and need to be handled carefully.

The school hall – We visit the school hall every week. In the hall, children are able to develop balance and control of their large motor movements through the use of benches, mats, beams and wall bars. We also use the large space to move to music and play with the parachute.

Assemblies – The Nursery come into the main school frequently to join in with music and singing assemblies. We also come up every Friday for the Early Years Celebration Assembly. Throughout the year, parents and family are also invited in to join us for assembly, so the children can show what they have been learning about.

Playtimes in the playground – Once a week the Nursery children join children from Reception and Year 1 in the front playground for a fifteen minute playtime. Many of them have brothers or sisters in these classes and enjoy the opportunity to mix with them and their older friends.

Whole School Events - We also join the Reception Class for celebrations such as Harvest and Christmas, as well as Sports Day in the summer term.

Shared story time – We love to share story time with the Reception classes. Bringing the children into the Reception classes also helps to familiarise them with the environment, helping to prepare them for transition to Reception later in the school year.

The Outdoor Classroom

We are very lucky to have the school outdoor classroom right next to the Nursery. We use this area for one session a week, on different days each term. We apply aspects of the 'forest schools approach' to provide the children with an alternative environment for their learning. On outdoor classroom days the children need to bring their wellies and a change of clothes as we can get very messy!



Organisation of the Nursery Session

MORNING START

The front door is open from **7.50am** for children attending the 8am session and then **8.50am** for children attending the 9am session. Every child will have a coat peg to hang up jumpers or coats and lunch boxes can be left on the shelf in the cloakroom. You will be asked whether your child is having a packed lunch or school dinner if they are with us for the day. Each child will also have a tray where they can keep paintings and drawings they make in nursery and they need to be checked and emptied regularly as we also use these trays for important letters and other correspondence.

Please encourage and support your child to self-register by finding their own name and placing in the correct basket (located above the trays in the cloakroom). You may then bring your child into the nursery and settle them at an activity, once settled please feel free to leave.

AFTERNOON START

The door will open at 12:00 pm. Children hang up coats or jumpers, self-register under their key workers name and then find their name at a lunch table within the Nursery.

BREAKFAST / MID-MORNING FRUIT AND MILK

Breakfast will be offered to children arriving before 8.30am. All children are entitled to free milk which they will be given during their circle time with their key worker. Children are also entitled to free fruit. All children are asked to bring in a named water bottle, which stand at the water station in the Nursery. We encourage all the children to drink lots throughout the Nursery day.

Please notify us if your child has any allergies to milk or fruit.

HOME TIME

Your child will be handed to you by a member of staff at the Nursery door. Please be aware that if your child is arriving at Nursery for an afternoon session, there will be children leaving at the same time. To ensure that children are going home and arriving safely there will be an adult on the door.

If it is someone other than yourself picking up your child please write this in the contact book above the children's trays or inform a member of staff.

DAILY ROUTINE

- **7.50** -Door opens and self-register for 8am session
- **8.50** -Door opens and self-register for 9am session
- **9.15** -Morning welcome and circle time activity
- **9.30-10.30** -Child initiated play (CIP)/ Adult-focused and Adult-directed activities.
- **10.30-10.45** -Key Worker group time
- **10.45-11.40** -Child initiated play (CIP)/ Adult-focused and Adult-directed activities.
- **11.40-12.00** -Letters and sounds
- **12.00** -Get ready for lunch/morning children go home
- **1.00** -Afternoon welcome / Letters and sounds
- **1.15-2.40** -Child initiated play (CIP)/ Adult-focused and Adult-directed activities.
- **2.40** -Circle time activity
- **2.45** - Letters and Sounds and Key Worker group time including story/song.
- **3.00** -Doors open and home
- **3.30-4:00** -Snack and circle time activity
- **4.00-6:00** -Child initiated play (CIP)/ Adult-focused and Adult-directed activities.



General Information

INITIAL PARENT MEETING

Before a child starts in our Nursery, parents are invited to a meeting to find out more about the Nursery and to meet the Nursery staff. Your child will be invited to a 'stay and play' session to help them settle and feel more confident before starting the Nursery.

BOOK BAGS

Your child will be given a Littletown book bag. They can use these to take pictures, drawings and letters home as well as choosing a story book from the basket in the cloakroom to take home.

UNIFORM AND BELONGINGS

Although it is not compulsory for children in the Nursery to wear a uniform, we strongly urge parents to send their children in the school PE t-shirts. It helps children feel part of the 'wider school community' and saves your child's own clothes from Nursery 'wear and tear'. We will have messy activities every day! It also helps children get into the routine of 'Nursery days' and helps us to identify them when we are outside the nursery building. Please ensure that all of your child's uniform, hats, coats and other belongings are clearly named. Please remember that children should not wear jewellery or bring toys into school.

PARENT INFORMATION EVENINGS

Throughout the year we hold a number of parent information evenings for parents of children in Nursery to Year 2. The purpose of these information meetings is to show you the progression of teaching and learning, how we teach different aspects and to give you ideas on how to support your child's learning at home. Three evenings are held with a focus on mathematics, writing and reading/phonics. These meetings are followed up by a session in school to come and watch us teach a session and then join in with some activities. The evenings are extremely relaxed and the response from parents has been extremely positive.

REPORTING TO PARENTS

The class teacher and nursery assistants are always available for you to speak to when you drop off and collect your child from the Nursery.

We invite you to an individual parents meeting at the end of Autumn and Spring term in Nursery. Then when children leave the Nursery to go into school we send home an individual summary report on their progress in the Prime and Specific Areas of Learning.