

Rosemary Lane Nursery School Information Booklet

We look forward to our time with you and your child, together. We will have lots of FUN while we play and learn. We will provide the highest quality education, through a wide range of exciting, fun activities, which follow the interests of your children, hence enhancing learning to its full potential for everyone. It is important that nursery is a happy experience for you and your child; anything which concerns you and your child is important to us. We always work as part of a team and any concerns or questions can be discussed with any member of staff. We are all here to help you.

OUR NURSERY SCHOOL VISION

At Rosemary Lane Nursery, we strive to create a **happy atmosphere**, where **learning for all children is fun**. Children are **challenged to reach their full potential** by developing their **creative thinking** and being encouraged to **follow their own interests** and enthusiasms; alongside informed, **caring staff**, who **work in partnership with parents**, encouraging them to take an active part in their child's learning. In an **imaginative and holistic environment**, children become independent, confident, caring and responsible learners, who are **prepared and motivated to face future challenges**. Each child's individual needs are met, in an atmosphere that **celebrates diversity**; where **everyone is included and where everyone matters**.

AIMS FOR ROSEMARY LANE NURSERY SCHOOL

Our main aim at Rosemary Lane is to provide a happy, stable, caring, secure and stimulating environment, where each child is able to develop to their full potential, happily using a full range of carefully planned learning activities and opportunities.

We also aim to:

- To have fun and learn together through creative thinking and imagination in challenges and the environment.
- To create a safe, secure, stimulating and purposeful environment where children are motivated, challenged and inspired to learn.
- To create an environment where children can express choices, make decisions and grow in independence.
- To foster a supportive, positive atmosphere where there is mutual respect between children, families, nursery and the community.
- To be responsive to individual needs and interests in learning through continuous observation and assessment.
- To work alongside parents and extended families, to fully develop every opportunity for every child to develop their full potential, meeting the changing needs of children and their families.
- To celebrate diversity and be fully inclusive in everything we do.
- To encourage children to develop in confidence, self-esteem, co-operation and to be respectful of others and their needs.
- To value and develop children's curiosity and creative thinking, giving them time to develop ideas and celebrating their learning.
- To create a carefully structured exciting, imaginative curriculum which allows children to develop their own interests and enthusiasms within the "themes", "principles" and "practice" of the Early Years Foundation Stage Framework.
- To nurture and develop the Characteristics of Effective Learning for all children : "playing and exploring", "active learning" and "creating and critical thinking".

GOVERNING BODY

Rosemary Lane Nursery School has a Governing Body, made up with representatives from: Local Authority, staff, parents and volunteers. The Governing Body ensures the school is providing the best education for all the children, they support the work of the staff and ensure the school building is well maintained. If you would like to find out more about joining our Governing Body please see Mrs Jones for more information.

CHILD PROTECTION AND SAFEGUARDING

Rosemary Lane Nursery School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. We have a Safeguarding and Child Protection Policy and we follow the Durham Safeguarding Children Partnership procedures and guidelines. <http://www.durham-scp.org.uk/> Sometimes we need to share information in partnership with other agencies when there are concerns about a child's welfare.

Policies can be viewed online on our school website www.rosemarylane.durham.sch.uk and are available in a paper copy on request.

OUR SCHOOL

Rosemary Lane Nursery School offer a range of different services for families. As a team we realise that care (nurturing) and learning are inseparable especially for our younger children. We take great pride in the environment that we offer for our younger children, promoting a relaxed, home-like atmosphere. We are fully registered with Ofsted, to provide high quality nursery education for children from 2 to 5 years. All our staff are well qualified and hold paediatric level First Aid and Food Hygiene Level 2. All members of staff, students, volunteers and Governors have a DBS check completed on entry. A comprehensive display of all staff and Governors are on view in the entrance, for parents and carers.

CHILDREN'S LEARNING

The Early Years Foundation Stage is based upon four principles:

- **A Unique Child**
- **Positive Relationships**
- **Enabling Environments**
- **Learning and Development**

A Unique Child

At Rosemary Lane Nursery School we recognise that every child is a competent learner who can be resilient, capable, confident and self-assured. We recognise that children develop in individual ways, at varying rates. Children's attitudes and dispositions to learning are influenced by feedback from others; we use praise and encouragement to develop a positive attitude to learning.

Positive Relationships

At Rosemary Lane Nursery School, we recognise that children learn to be strong and independent from secure relationships. We aim to develop caring, respectful, professional relationships with the children and their families. Children need to develop their skills to work together and understand each other's needs. Our Key Persons play a large part in building relationships with children and families and to ensure that all adults work together.

Enabling Environments

At Rosemary Lane Nursery we recognise that the environment plays a key role in supporting and extending the children's development. The nursery is organised to allow children to explore and learn securely and safely. There are areas where the children can be active, or restful. Children are supported to develop skills to find and locate equipment and resources independently. The nursery has its own enclosed outdoor area. This has a positive effect on the children's development. Being outdoors offers opportunities for doing things in different ways on a larger scale. It offers the children opportunities to explore, use their senses and be physically active and exuberant. We plan activities and resources for the children to access outdoors that help them to develop in all 7 areas of learning. We access the extended environment to promote overall wellbeing and learning.

Learning and Development

At Rosemary Lane Nursery School we recognise that children learn and develop in different ways and at different rates. We value all areas of learning and development equally and understand that they are interconnected.

Children learn best through physical and mental challenges. "Active learning involves other people, objects, ideas and events that engage and involve children for sustained periods." Active learning occurs when children are motivated and interested. Children need to have some independence and control over their learning. As children develop in confidence they learn to make decisions and become independent learners.

The Early Years Foundation Stage is made up of seven areas of learning; there are three Prime Areas and four Specific Areas.

The Three Prime Areas are:-

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

The Four Specific Areas are:-

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

To obtain more information on the EYFS you could go to:

<https://foundationyears.org.uk/eyfs-statutory-framework/>

<https://www.gov.uk/early-years-foundation-stage>

PLAYING AND LEARNING

Our nursery staff are all trained nursery teachers and nursery nurses. We follow the "Early Years Foundation Stage"; this starts from birth and continues through nursery to the end of Reception year in Infant/Primary School. Our staff are highly skilled in planning and delivering fun activities with your child, which provide them with the skills that they need for their overall development. None of the areas of learning can be delivered in isolation from the others; they are equally important and depend on each other. All areas of learning are delivered through a balance of adult led and child initiated activities. Children's learning is taken forward through staff observations of children's interests.

PRIME AREAS

Personal Social and Emotional Development

This involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.



Physical development

This involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.



Communication and Language

This involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.



SPECIFIC AREAS

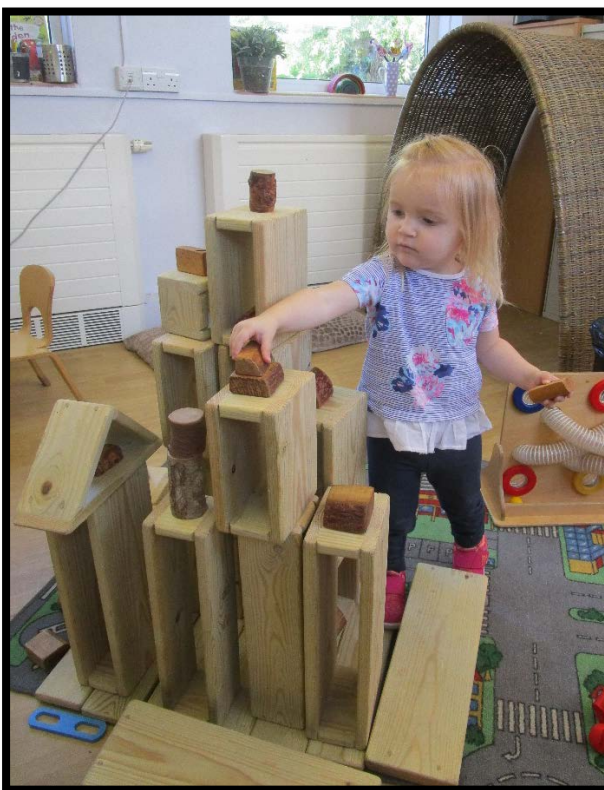
Literacy

This development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, puppets, story sacks) and a wide range of mark making activities (using fingers, body, tools and materials) to ignite their interest.



Mathematics

This involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.



Understanding the world

This involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



Expressive Arts and Design

This involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play, and design and technology.



ADMISSIONS AND ATTENDANCE

We are an educational nursery school and are part of Durham Education Authority. We offer Play and Learn, 15-hour places, for eligible 2-year-old children alongside paid places in our 2-year-old Blue Teddy group. All 3-year-old children are offered a free 15-hour place. Where parents are eligible, 3-4-year-old children may access an additional 15 hours.

We follow the Durham Education Authority Admissions Policy and ask parents to place names on our waiting list during the school year (Sept- August) in which your child has their first birthday for 2-year-old place and second birthday for a 3-year-old place. The names will be taken from the beginning of September. The nursery places will be allocated as they are available on a termly basis. You will be informed by letter when a place is available for your child.

Children can only benefit fully from nursery if they attend regularly, this is very important to us. If your child's place is not used properly, we reserve the right to withdraw the place and allocate it to another child. Parents need to inform school about periods of absence as soon as possible on 0191 527 1168 or by emailing rosemary.lane@durhamlearning.net.

STARTING NURSERY

Once you have accepted your child's nursery place we will give you details of arrangements. All children will be offered:-

A PARENTS' MEETING- This meeting enables us to introduce ourselves and give parents information that they will need for their children starting nursery. It is also an opportunity for parents to ask any questions or raise concerns they may have.

A NURSERY 'STAY and PLAY' VISIT – This is an opportunity for you and your child to visit us at nursery. This is often very comforting for your child.

A STARTING DATE – This will be allocated to allow us to take children in gradually, to ensure that the children are all well settled. The starting date for your child is an open invitation, for you to stay as much as you wish. It is important to make sure that your child is happy and settled in nursery. You are welcome to stay as long as it is necessary, to develop your child's confidence. Our staff will work with you to make sure that your child is happy.

You can help by talking about the exciting activities which will take place at nursery and showing an interest in what they have done.

AN INTEGRATED 2YEAR REVIEW- Whenever possible, we will link with your child's Health Visitor to complete a 2year development review. If your child has received this prior to starting nursery we will still complete a 2year review and share this with families of children attending our Blue Teddy, 2year group.

KEY PERSON

During your child's stay at Rosemary Lane Nursery School every family will be given a Key Person who will become a valuable link for parents/carers in settling their child into the nursery.

All children will work with other members of staff, who as a team will ensure that your child has every opportunity to fulfil their learning development.

The member of staff who becomes your child's Key Person, will support your child to become familiar with the nursery and feel confident and safe within. They will form a caring, warm, and secure attachment with your child and yourself.

DAILY ROUTINE

Your child's first weeks in nursery are important; we want to ensure that they settle in as soon as possible. Don't worry if your child takes a long time to settle, be patient and make time to stay with them, to develop their confidence. If you are worried at all, talk to a member of staff and we will work out a programme between us to help your child.

Children should arrive as near to the beginning of the nursery session time as possible i.e. 8.45 am. Children get very bored when they have to wait and for safety reasons we are unable to take children into the nursery room before these times, as staff are often moving furniture, carrying hot water etc.

We have a self-registration system in nursery; children need to collect their name card from the magnetic board in the entrance and pass it on to their Key Person in 3-4s, or collect their name from the magnetic board in the hall and place it in the registration bowl in Blue Teddies. This is **important** as we need to know who is in the building in case of an emergency.

We do ask that you arrive on time to collect your child. If you are delayed unexpectedly, please let us know by telephoning 0191 5271168.

Please make sure that it is always an adult who brings and collects your child - this must be someone over the age of 16 years. We usually get to know regular adults quickly; if a different adult is collecting your child it helps if you let us know, as we do not allow children to leave nursery with adults who we are not expecting. You will be asked to provide a security password which enables us to ensure the safety of your child. We will not allow children to leave nursery with anyone without the password. Children must always be brought into their teddy room and handed over to their Key Person; we cannot be responsible for children who have not been handed over to a member of staff.

Finally, on safety issues please make sure that you always close the doors behind you. **A CHILD'S LIFE IS AT RISK.**

During the session the children will have a break for snack in their teddy groups. At this time children will have a drink of milk or water and a healthy snack. The milk is provided by the L.A but we do ask for a weekly contribution to the cost of the snacks and baking. This is currently £2 per week for 15hour places and £2.50 for 30hour places, this donation is included in the fees for paid 2year places. We ask for this to be paid at the beginning of each week or in a lump sum upfront to allow staff to purchase snacks and ingredients.

FLOORBOOKS

Each child's record of progress at nursery is recorded by all staff in a range of floorbooks celebrating their achievements in play across the nursery. These are important records used by staff to ensure all children are making the expected progress in their learning across all areas of the curriculum. These books are shared with parents regularly. We hope you will enjoy being involved in keeping this record which helps us to plan activities to suit children's needs.

A progress summary for each child, including their 2 year development check and regular updates with parents, will transfer across to all Infant/Primary schools for their information and you will also receive a copy. If you are concerned about any areas of your child's development please see a member of staff straight away; we are always here to help.

TREASURE BAGS

During teddy group time the children enjoy talking about all the lovely things they have been doing at home and it is lovely to share their interests in this way. To help us with this each Teddy group has a special bag which children may take home. Please use this to collect treasures from the adventures that you have with your child at home. You could collect some leaves from a walk in the park, a ticket from a trip to the swimming baths, a photograph of a trip away, a map from a forest walk or anything that you feel is significant.

POSITIVE BEHAVIOUR

Discipline in nursery is gentle but consistent, when staff say "No", they really mean it. Our "No" does not change to "Yes". Children need to play and live together happily in the nursery, accepting each other and forming friendships. Policies and guidelines are available on request and may be accessed online on our school website.

HOLIDAYS

Nursery has Durham Education Authority holidays and we request that wherever possible children keep to these holidays. Every day is really important and your child will miss valuable opportunities if you take your holidays at different times.

FAMILY SUPPORT

To help us offer a wide range of activities to the children we always need extra adults to help. You are very welcome to stay and help us in nursery whenever you can. Mums, Dads, grandparents and carers are all welcome; all activities are supported by an adult to talk to children. Your child will benefit from your involvement: you will be able to talk to them about things that have happened in nursery.

If you are able to help please see your child's Key Person to arrange a time suitable to you. This will allow staff to prepare an activity for you.

YOU WILL HAVE FUN AND FIND IT VERY REWARDING!

WIDER PARENT SUPPORT

We actively encourage all our children's parents/carers and families to be involved in a full range of nursery activities throughout their time with us. Such as :-

- Visits
- Fundraising
- Use of the extended community through, walks, shopping, planting and growing
- Special events
- Special visits from other professionals – i.e. football coaching, Dental Nurse, Health care and movement programmes

SPECIAL NEEDS

Rosemary Lane Nursery is an Outreach base for staff who support children with special educational needs. This means that we have fully qualified, experienced staff who both work in our nursery and provide support for children in other nurseries in the area. No child will be excluded from nursery; it is our role to support each individual in their learning.

Policies are in place and are available on request and accessible online on our school website.

Staff at our nursery work very hard to develop a wide range of exciting, fun opportunities, to support nursery activities. Most of these are opportunities which you and your child can share together including:

ACTIVITY PACKS

Every child is able to borrow an activity pack. When your child is 2years these packs will be based around books. The packs for the 3-4s are all designed around the different areas of the curriculum and follow along the lines of nursery activities. These include: role play, art, games, science, singing, play dough and many more. Both children and parents really enjoy these activities.

FOREST SCHOOL

At Rosemary Lane we believe very strongly in outdoor play and learning. We take small groups of children into separate garden area on the school grounds for Forest School activities. Forest School allows learners the time to develop skills, interests and understanding through practical, hands-on experience that is tailored to meet their individual needs. Forest School activities run throughout the school calendar so the children have the opportunity to observe the environment change with the seasons.

JABADAO

Jabadao is a movement based play programme we offer all children at Rosemary Lane Nursery School. Children's learning is a natural process. We extend their physical development through fun movement and physical activities. Research has shown that through movement a child's brain will make links and connections which enrich neurological development. We work to support children's spontaneous movements through expression and encourage their physical achievements by reflecting/mirroring their individuality in movement. Jabadao promotes movement play as a vital aspect of learning, health and happiness. Supporting child-led movement play makes a significant contribution to well-being and supports learning and developing across all areas of the Early Years Foundation Stage.

FOOTBALL COACHING

Rosemary Lane Nursery School has been fortunate to work with SAFC and their 'In School' football coaching sessions. Over the weeks our children develop their confidence, ball skills, co-ordination and especially their teamwork and peer friendships. There is a lot of fun and laughter throughout the sessions.

COMMUNITY WALKS

We like to encourage children to make the most from outdoor opportunities, to extend their learning we often take children and parents on walks to the local environment, developing knowledge of the extended environment and changes in the seasons. We have information in the entrance to display of our visits.

LIBRARY

We have a library system in nursery, where you and your child can borrow books to share at home. You may borrow books as often as you wish, but we do ask that you only borrow one at a time, to allow others to have choice too. The library is in the entrance.

INFANT AND PRIMARY SCHOOLS

We feel that your child's transfer to Reception class is very important and we work with feeder schools to ensure that your child's transition is as smooth as possible. It is important that all children feel happy and confident about the change. During the Summer term we create a display of photographs in the entrance to inform the children and parents on which school the current cohort are moving on to.

SCHOOL READINESS

At Rosemary Lane Nursery School, part of our role is to prepare children for their next step into Primary School. We believe that 'School Readiness' is about having well developed personal, social and emotional skills. We develop children's confidence and self esteem as well as their self help skills. We place a great emphasis on social skills, sharing, turn taking, and getting on with our friends.

We also work hard to develop positive characteristics of effective learning such as perseverance, problem solving, and making connections in learning.

CLOTHING

We do not have a school uniform at nursery, but we do have sweatshirts, polo shirts, fleece jackets and raincoats in a variety of colours, with the school logo on, if you wish to buy them. Lots of parents like to purchase these as it keeps other clothes free from paint and glue etc. Mrs Fenwick in the office will help you with this. If you do buy these please make

sure that you name them clearly, as they easily get mixed up. An order form is available online with sizes, colours and prices.

Please try to make sure that all clothing is easy for your child to manage themselves. Belts, buttons and dungarees are unsuitable for children at nursery. Wherever possible velcro shoe fasteners are more manageable for your child and as with all other clothes, please put your child's name in their shoes.

JEWELLERY

We request that all jewellery is left at home. It is very easily lost or broken and it is dangerous when children are climbing. Staff cannot be responsible for any jewellery at school. If your child wears earrings you will be asked to sign a form for yourselves to take full responsibility in case of an accident; it is best for earrings not to be worn at nursery.

MEDICAL MATTERS

Generally, if your child is needing medication, they are not well enough to be at school. Staff can administer medication. We have policies in school and you will be asked to complete a form on each occasion. If regular medication is necessary e.g. inhalers separate permission forms are required. Please see a member of staff for details.

With any childhood ailment, please seek medical attention from your G.P. The guidelines from PHE for common childhood illnesses are attached...

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf

PHOTOGRAPHS AND SOCIAL MEDIA

We take lots of photographs in nursery; these are used for displays, evidence files, information booklets, LA publicity, students work, work with other schools and on our website and twitter account. You will be asked to sign a consent form each academic year to opt in or out of photographs, to comply with Data Protection Legislation.

PARENTS' INFORMATION

Wherever possible we will keep you informed by termly newsletters, ourSchools app messages and through posts onto the website and school twitter account. As a reminder we will put notices on the plasma screen in the entrance porch.

FUNDRAISING

The parents and families at Rosemary Lane have always given tremendous support to nursery through fund raising activities. We really appreciate this support; it allows us to have wonderful facilities, resources and additional exciting activities. We hold events over the year and keep parents informed about how the money will be spent to benefit all children.

CHILDCARE AND EXTENDED SERVICES.

We appreciate that free nursery sessions do not always meet your family needs. We have developed additional services at Rosemary Lane to address this. We operate an early morning breakfast club from 7.45-8.45am or an early drop off from 8.15-8.45am for all children. Children attending 3-4s for 15hours may purchase additional sessions to increase their hours on a sessional basis. Children attending 2s may buy a place in the lunch club to support with extending their session as a transition onto a longer offer.

These services are provided during term time only. Prices are available on request.

We look forward to our time with you and your child. Together we can make their learning great fun and build a wonderful foundation for their future learning.

Jill Jones Headteacher

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