



# GRANBY

## PRIMARY SCHOOL

Nursery Handbook  
Information for Parents

# Welcome to Nursery

Dear Families

Welcome to Granby Primary School Nursery (also known by our class name of 'The Cubs').

For those of you who have older children at Granby we hope that you already feel part of the school and will be aware of our many aims. For those of you who are new to the school please familiarise yourself with our aims by picking up a school prospectus and feel free to ask any questions you may have at this stage.

Starting school can be an anxious time for both child and parent but we aim to make it as easy and as enjoyable as possible. There are many opportunities for parents to meet staff as their child progresses through the year and we are always happy to help in any way that we can.

We have put together this booklet to inform you about the Nursery and our aims and also to offer you a few suggestions regarding how to help your child before they start in the Nursery.

We will be glad to answer any further questions not covered in this booklet.

Liz Smith  
**Early Years Foundation Stage Phase Leader**



# What is the usual daily routine?

## Nursery times

Morning	Afternoon	
8.45 – 9.00	12.30 – 12.45	The nursery doors open. Parents are welcome to stay and play for 10 minutes to help settle the children, play a game or share a story.
9.00 – 9.20	12.45 – 1.05	Key worker group time
9.20 – 10.15	1.05 – 2.00	Child initiated learning
10.15 - 10.30	2.00 – 2.15	Key worker group time
10.30 – 11.15	2.15 – 3.00	Child initiated learning
11.15 – 11.30	3.00 – 3.15	Key worker group time
11.30 – 11.45	3.15 – 3.30	Lunch / Preparation for home time

All children are entitled to 5 free sessions per week: at Granby, you can use these hours as either 5 morning sessions or 5 afternoon sessions.

**Morning sessions are from 8:45am to 11:45am.**  
**Afternoon sessions are from 12:30pm to 3:30pm.**  
**All day sessions are 8:45am to 3.30pm.**

For the paramount reason of children's safety, families are asked to wait in the cloakroom area so that children may be sent out one at a time, at home time.

## 30 Hours

We also offer the 30 hour funded places which means that children can stay all day. For full time children the sessions go slightly over 30 hours, to cover the cost of this there is an additional charge of £2.50 per child per day to contribute towards the staffing costs, this charge will be added to your Parentmail account each half term as Nursery Lunches. Lunchtime is at 11.30 – 12.30. We ask that children either bring a packed lunch or a hot meal can be pre selected on our Parentmail app, these are charged at £2.65.

If you qualify for 30 hours funding, the booklet enclosed will explain how to apply. You will need to give us a DERN code in order for us to claim the funding. The code will need to be renewed 3 times a year. The code stays the same but you have to re-confirm your details online. The cut-off dates for renewal are as follows:

31st August – to claim for the autumn term.  
31st December – to claim for the spring term.  
31st March – to claim for the summer term.

If you don't qualify for the funding, you can access additional sessions at a cost of £15 per extra session.

# Our Curriculum

Nursery accesses the curriculum through several topics throughout the year and planning is differentiated depending upon the individual child. Our topics are based on individual children's interests and have included Ourselves, Traditional Tales, Festivals, Food Glorious Food, Living Things, The Seaside and Water. We encourage the children to become independent learners and thinkers. Learning takes place through play with open access to our secure outdoor area.

## **The Early Years Foundation Stage (EYFS)**

All schools and early years providers have to follow a structure of learning, development and care for children from birth to five years old. This is called the Early Years Foundation Stage (EYFS) and it enables all children to learn through a range of activities. The EYFS Framework describes how early years practitioners should work with children and their families to support their development and learning. It describes how your child should be kept safe and cared for and how all concerned can make sure that your child achieves the most that they can in their earliest years of life.

### **There are four themes in the EYFS:**

#### ***A Unique Child:***

This theme is about how children develop - they are all different and their learning needs and styles are unique too. Positive relationships and good communication are vital so that we can plan for individual learning needs. Children achieve best when all their physical and emotional needs are met, and this is what we aim to do at Granby. We understand and observe each child's development and learning and we assess their progress, planning for their next steps. Together we identify any areas which may need some additional support and arrange for this if necessary.

#### ***Positive Relationships:***

This theme is about children learning to manage their feelings and build friendships. We respect all families and aim to develop a positive two-way relationship with parents and carers. Children learn to be strong and independent through positive relationships. We are sensitive and responsive to children's feelings and support their efforts and encourage independence. Children need to learn about risks and safety, how to make good choices, and how to stick to boundaries.

#### ***Enabling Environments:***

This theme looks at how we plan for and check on each child's progress. Children learn and develop well in environments in which the adults provide experiences based on children's individual needs and there is a strong partnership between staff and parents/carers. These environments value everyone's learning and offer stimulating resources relevant to all the children's cultures and communities. We offer rich learning opportunities through play and teacher-led activities and support children to take risks and to explore.

## **Learning and Development:**

This theme is about how children develop and learn in different ways. The EYFS Framework covers the education and care of all children in preschool, including children with additional needs. We teach children by providing challenging, playful opportunities across the prime and specific areas of learning and development. We aim to foster the characteristics of effective learning: 'Playing and exploring', 'Active learning', and 'Creating and thinking critically'.

The EYFS is divided into two areas:

**The Prime Areas** begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas. The Prime areas continue to be essential throughout the whole EYFS.

- **Personal, Social and Emotional Development:** 'Self-Regulation', 'Managing Self', 'Building Relationships'.
- **Communication and Language:** 'Listening, Attention and Understanding', 'Speaking'.
- **Physical Development:** 'Gross Motor Skills,' 'Fine Motor Skills'.

**The Specific Areas** include essential skills and knowledge for children to participate successfully in society. They grow out of the Prime areas and provide important contexts for learning.

- **Literacy:** 'Comprehension', 'Word Reading' and 'Writing'.
- **Mathematics:** 'Number' and 'Numerical Patterns'.
- **Understanding the World:** 'Past and Present', 'People, Culture and Communities' and 'The Natural World'.
- **Expressive Arts and Design:** 'Creating with Materials' and 'Being Imaginative and Expressive'.

# Regular Activities in the Nursery

We realise that three and four year-olds are not always very forthcoming when it comes to telling you what they have done at school on a particular day! Listed below are activities that we will do regularly in the Nursery; this information may help you in your conversations with your child about school, both before and after they start.

## Every day we will:

- Sit on the carpet to do the register and to talk about the day/date, the weather and how we travelled to school.
- Have a drink and a snack together during snack time.
- Join in with key group sessions including:
  - Phonics
  - Maths
  - Book time
- Have 'choosing time' – free play when colouring, play dough, books, the role-play area, writing activities, number games, small world toys and the computers will always be available. Weather permitting, children will always be able to play outside during their nursery session.

## Every week we will:

- Do activities in small groups, working on numbers.
- Do conversational groups, based on areas of personal interest.
- Do activities in small groups, looking at areas connected with 'understanding of the world'.
- Do a piece of adult-led work for inclusion in the 'Learning Journey' book.
- Sing songs and rhymes with actions.
- Do P.E, both indoors and outdoors.
- Do a planned supervised craft activity (sometimes children will bring their work home and, on some occasions, we keep it to display in the classroom).

## On a regular basis we will:

- Do baking and cooking activities.
- Explore different foods.
- Do activities connected with nature and gardening.
- Celebrate specific occasions and festivals (sometimes with performances for our families!).
- Join in with wider activities taking part within the school – assemblies, dressing-up days, performances, visiting storytellers etc.

# General Nursery Information

## **If your Child is away from School**

Please keep us informed about reasons for any absences. Reasons for absences are recorded in the school register. If you do not let us know, the absence will be listed as unauthorised.

## **If you're Child has a problem at School**

Try to keep any problems in perspective. Talk to the class teacher. We would rather you discuss any problems with us immediately rather than allowing a concern that could otherwise be sorted out quickly to become a more significant problem. If it is not a convenient time we will make an appointment to suit both parties.

## **Collection of your Child from School**

It is essential that you inform us if anyone other than a parent/primary carer will be collecting your child on a particular day. If you make a change to usual collection arrangements while your child is at school, please telephone the office so that a message can be passed to us before the end of school.

## **First Aid and Medicines**

If your child is taken ill and needs to be at home, or has an injury needing further medical advice, you or someone designated by you will be telephoned immediately. Children on special medication such as inhalers will have special arrangements made for them. Asthma inhalers may be used and may be kept in the child's classroom, however you must obtain a form from the office so that this information can be kept on our records. It is essential that we are made aware of any allergies or ongoing medical concerns.

## **Toilet Training**

The majority of children start Nursery having already progressed to wearing pants and using the toilet. However, occasionally, this stage has not been reached and we will ensure that we support you as parents through this period of development. If, at the time when they start school, your child is in the early stages of toilet training, please let us know so that we can make the appropriate provision.

# What your Child will need to bring to School

## Book Bag

These bags are used **every day** to bring your child's library book and homework book to and from school. **It is important that book bags come in everyday as we will send some of their 'independent' work home in them.** These can be purchased from the School Office.

## School Uniform;

Your child needs to come in School Uniform, which is detailed below and can be purchased from any retail outlet:

It is expected that all children attending Granby Primary School wear school colours:

- a red sweatshirt or cardigan (no other colour is acceptable)
- red or white blouse or shirt
- black, grey or navy skirts or trousers
- appropriate footwear - no heels (safety on stairs). All shoes must have a heel strap ensuring the shoe is securely fitted to your child's foot.
- Shoes should be Velcro fastening or slip on. **No laces please!**
- **No jeans**

## Change of Clothes

We do ask that all children keep a change of clothing in school in case it is needed. Spare pairs of pants and socks are very advisable. Even very securely toilet-trained children have the occasional 'accident' and there are times when clothes get wet as a result of water-play etc. Spare clothes can also be kept in the PE bag.

## PE Kit

Children wear their PE kit to school on their PE days. This consists of black/grey shorts/joggers, white t-shirt, black/grey jumper/hoody and plimsolls.

It is very much appreciated when all clothes are clearly labelled – all school clothes look very much alike and it is often difficult to match cardigans and jumpers to their correct owners at the end of the day!

## Home Learning

Your child will have a home learning book, in which homework will be shared in, on a half termly basis. We ask that the children hand us their home learning book in the morning if they would like to show us what they have done. Home learning will support something that we have been doing in class or will support the child's targets.

## Milk and Snacks

Each child in the Nursery is entitled to a drink of milk which is free until your child's 5<sup>th</sup> Birthday, when there will be a charge. Children have access to water throughout the

session and we provide a healthy snack of fruit, toast, bread sticks, crackers, etc which varies from day to day. There is a small charge for this: **£2 a term.**

### **Water Bottles**

Some children like to bring their own water bottle to school, although we do have water available throughout the nursery session. We would ask that you do not send juice in the bottle as we are keen to promote good dental health. Please ensure water bottles are named.

### **Birthday Sweets**

Many children like to bring in sweets for their friends when it is their birthday. If you do this, we would ask that you purchase fruit lollipops or small bags of fruit sweets rather than send in chocolate or cakes (these can cause problems for children affected by food allergies).

### **Toys**

Please discourage your child from bringing toys to school. They can cause disputes and children can become distressed if they are damaged or lost.

## **How you can help your Child**

### **Reading**

Each week your child will bring home a library book that we encourage you to share together; this is changed each Friday. At first we suggest that you read the book to your child and together discuss the story by looking at the pictures and predicting what might happen next.

### **Writing**

Many children have begun to make marks on paper before they come to the Nursery - it is important that you continue to encourage this and to encourage your child to give meanings to these marks. When your child is ready to form letters please use the enclosed letter chart to help them to develop good habits. However, the most important thing at this age is that you encourage your child to hold a pencil correctly.

Nursery children are introduced to phase one phonics. It is important that you do not push your child too much to begin with; it is more valuable at this stage to encourage children to build upon what they already know. The main aim is to build your child's confidence so please offer lots of praise and rewards, even for the smallest efforts.

Phase one phonics concentrates on developing children's speaking and listening skills and lays the foundation for the phase two phonics work which starts in Reception. The emphasis on phase one phonics is to get the children attuned to the sounds around them and to begin to develop **oral** blending and segmenting skills.

## **Mathematics**

Mathematical skills in Nursery are developed through play, fun activities and games. During the early years it is important that children gain an interest in numbers and counting and this area of learning can be enjoyed at home during every day routines. Reciting numbers and counting during shopping, climbing stairs, cooking etc. are all valuable learning experiences.

## **Personal Social and Emotional Development**

The greatest help you, as a parent, can be at this stage is to encourage your child to become an independent learner, encouraging them to dress themselves and also informing them of the importance of sharing and being kind towards others.

## **Writing Support.**

We are often asked how letters are taught at school. The following shows how the letters are formed.

a b c d e f g h i j k l m n o  
p q r s t u v w x y z

### **Admissions to full time school: Reception.**

Children will start full time education in the September after they are 4 years old. All children start at the same time and we have 1 intake in September.

Admissions to Reception are managed by Leicester City Council. They will need your application form in before the end of January, the year in which your child is due to start at school. For further details please look at the Leicester City Council website or contact admissions on the details below.

**Admissions:** 0116 454 1009

[Admissions.online@leicester.gov.uk](mailto:Admissions.online@leicester.gov.uk)

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Leicester City Council,  
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