

# Shanklea Primary School

## Nursery Information Booklet



*Shanklea Primary School  
Nairn Road  
Cramlington*

Welcome to the Nursery at

# Shanklea Primary School

We look forward to welcoming your child to our Nursery. We trust that this will be the beginning of a long and happy period of co-operation between our school and you. Through working together we will be able to provide the best possible start for your child.

This booklet has been designed to provide you with valuable information and a greater insight into your child's education in our Nursery.

People you will meet:



**Mrs Morris**  
Nursery Teacher



**Miss Fenwick**  
Nursery Assistant



**Mrs Connelly**  
Nursery Assistant



**Mrs Hansom**  
Nursery Assistant

The Nursery is very much a part of the main school and is the starting point for the whole of your child's future education. The Nursery staff aim to create a safe, happy, caring and stimulating educational environment. Your child will develop intellectually, creatively, physically, socially and emotionally.



### Nursery Sessions

The Nursery provides places for children aged three and four years old.

The morning session is 3 hours, beginning at 8:30am until 11:30am. Please make sure your child is dropped off and collected within the allocated times below:

|                            |               |
|----------------------------|---------------|
| Meet and Greet time        | 8:30 – 8:40am |
| Timetabled Nursery Session |               |
| Collection time            | 11:30am       |

The children who are staying for the afternoon session will have their lunch 11-30am-12pm. Packed lunches can be brought into Nursery and placed on the packed lunch trolley or you can order your child a school dinner from the live kitchen app.

The afternoon session is 3 hours beginning at 12pm until 3pm. Please make sure your child is collected at 3pm by standing under the canopy outside the Nursery door promptly.

It is very important that the children arrive during the 'Meet and Greet time' in time for the register, if they arrive after this time they will be marked as 'late' in the register. If you know your child is going to arrive after the normal welcome time, please inform the Nursery staff by ringing the school office on 715205.

## Uniform

The Nursery children wear a school uniform. The uniform consists of a purple sweatshirt with the Shanklea logo on, a white polo shirt and jogging bottoms/leggings. Boys may wish to wear grey or black school trousers or grey or black shorts in the summer and girls a grey or black skirt or red and white gingham dresses in the summer. We ask that all Nursery children wear shoes with velcro fastenings so they are able to put them on and take them off independently.

Please provide a change of clothing in case of any accidents; this should be in a bag and hung on your child's peg (a draw string gym would be ideal).

All children need a pair of black velcro P.E. shoes which should be kept in the bag on their peg (along with their change of clothes).

Outdoor learning is a big part of your child's experience here at Shanklea Nursery. Because of this we ask that children have a pair of wellies which are to stay at school on the welly rack for when the children are working outside.

We highly recommend that the children use a burgundy **reading folder** to take their belongings to and from school; these are available from Cloud 9

### **School uniform list:**

Purple sweatshirt with logo  
White polo shirt  
Jogging bottoms, leggings, skirt,  
trousers – grey or black  
Black velcro school shoes  
Black velcro P.E. shoes  
Wellies (to keep at school)  
  
*Plus spare clothes to be kept on peg*

### **Outdoor Learning kit list:**

Wellies (to be kept on the Nursery welly rack)

It is important that ALL school clothes and shoes are labelled with your child's name. Nursery staff cannot be responsible for clothing that is not labelled.

It is school policy that children do not have dyed, bleached or patterned hair. Please do not allow your child to wear jewellery. The school has a no earring policy.



We encourage all children coming into the Nursery to be toilet trained and able to deal with their personal hygiene. We do absolutely understand that children of this age have accidents, and in these situations the Nursery staff will help your child to change into their spare clothes. Please tell the Nursery staff if your child has a medical problem so we can support them accordingly.



### Coming into the Nursery

Most parents are concerned when they leave their child for the first time. If your child is unsettled when they first start Nursery, the staff will work with you and your child to make them feel secure. We encourage the children to come into Nursery independently as soon as they feel confident. Every child is different and we will do our very best to ensure your child settles in as quickly as possible.

Transition arrangements will be communicated when further guidance is available. Some children may take longer to settle than others, and the Nursery staff will speak to you if they think these time scales are not appropriate for your child.



All children have a nametag on their peg. At the beginning of each session when the children have hung up their coat, they need to find their nametag, trace over their name and the post it in the post box. They will sit on the carpet for registration. When your child has come into Nursery please move away from the door as soon as possible to allow other children to get through the doorway; waiting around may cause your child to become unnecessarily upset if they see you.

We ask that children do not bring toys or any other objects into Nursery. However, we do encourage the children to share special items, memories or awards etc on Tapestry where it can be shared in class.



For reasons of safety, children must be brought and collected by an adult over the age of sixteen. If anyone other than the usual person will be collecting your child at the end of the Nursery session, please let a member of staff know. Your promptness in collecting your child would be greatly appreciated as Nursery staff have to clean and prepare for the next session.

Please be aware that Parents/Guardians are **NOT** permitted to use the school car park at anytime for health and safety reasons. Please pass on this information to other relatives and friends if they are collecting your child from Nursery. There are also parking restrictions on Nairn Road.

### Children's Health

If for any reason your child becomes ill or has an accident during a Nursery session, staff will contact you or your child's emergency contact person.

Please ensure that we have up-to-date contact phone numbers, including mobile phone numbers.

Young children play and work in a way that makes the transmission of infections and viruses very easy. If your child has had a cough, cold or tummy bug, please make sure they are fully recovered before sending them back to school. If your child is sick or has diarrhoea they need to stay off school for a period of 48 hours after the sickness and/or diarrhoea has stopped. Nursery staff are only able to administer medicines prescribed by a doctor and parents must consent to this by filling in a form in the school office.

Please inform school if your child is unable to attend Nursery for any reason. It is school policy that we are informed on the first day of your child's absence, so please ring and leave a message for the Nursery staff.

**COVID-19** - If your child displays the symptom associated with COVID-19 they must stay at home for a minimum of 7 days after that as soon as the symptoms are gone they can return to school. If anyone in your household displays COVID-19 symptoms the the rest of the household must isolate for 14 days.

### **Head Lice**

Unfortunately, head lice are a problem in all schools these days, there are no easy answers. These are a few general points that should help. Head lice are spread by head to head contact, this means they tend to be more of a problem for young children. Parents need to check their child's hair at least once a week. A fine toothcomb used with conditioner is a good way of removing the lice and eggs; alternatively, chemical treatments are available. Please let us know if your child has head lice so that we can warn other parents and please do not send your child to school until their hair has been treated to help control the spread to other children.

Please make Nursery staff aware if your child has any medical conditions or takes any regular medication. Inhalers for children who suffer from asthma should be clearly labelled with your child's name and with clear instructions for use, and given to the Nursery staff. Please teach your child to be able to use this as independently as possible.

Please inform the Nursery staff if your child suffers from any allergies, especially food allergies.

### **Milk and snack time**

During the Nursery session children will have milk or water to drink with a variety of fruit to choose from. All of the children in Nursery are entitled to a free carton of milk each day and fruit. Parents need to register their child's details on the 'Cool Milk' website ([www.coolmilk.com](http://www.coolmilk.com)) to ensure their child receives their free milk. Once registered it takes a few weeks for your child to



receive their milk, so please register early. Even if your child does not drink milk at home, please still register their details as often children will want to drink milk with their peers.

The children will have access to the snack 'café', where the children can access their milk and fruit throughout the session at a time when they are hungry or thirsty. Please also send in a named water bottle with your child to drink throughout the day.



### Behaviour

An important part of early education is to help children develop a positive attitude towards themselves, towards others and towards the environment. We aim to make all children feel valued, and work actively to promote children's self esteem. Good behaviour and children's achievements are celebrated in Nursery. We ask for your support and co-operation in ensuring that your child behaves appropriately in Nursery and follows instructions from the Nursery staff. Children who are finding it difficult to cope with the routines and expectations will continue to attend Nursery on a part time basis until they are able to cope with a full Nursery week. If for any reason your child behaves inappropriately Nursery staff will discuss this with you in a sensitive manner. Serious incidents will be taken seriously, and staff will communicate any areas of concern with you and your child.



### Nursery Curriculum

The curriculum will be planned by the Nursery staff following guidance from the Early Years Foundation Stage, and will be centred around play. Careful planning, observations and assessment ensures that all children are given the opportunity to experience an exciting and inspiring curriculum.



The Nursery Curriculum covers the seven following

**Core Areas:**

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

**Specific Areas:**

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

areas:



**P.E**

Children go into the hall for P.E sessions. There is no P.E uniform however children do need to wear their sandshoes in the hall.

**Share a story**

Children will be able to pick their own book each week to bring home and share with an adult. We ask that you make sure this book is signed and returned on the correct day.

**Home/School Activities**

When your child has settled into Nursery, they will receive activities to do at home each week. This will take a variety of forms and is intended to be an enjoyable activity to share, to consolidate activities we have carried out in the Nursery. The activities will be posted on Tapestry on a **Friday** and parents/carers can post their own pictures and videos and these will then be added onto your child's online Learning Journey.



We are looking forward to getting to know you and your child,  
and  
are very excited about the fantastic learning journey that your  
child  
will begin with us next year.