

**John Randall Primary School and Nursery**  
**Queen Street**  
**Madeley**  
**Telford**  
**01952 388390**



Head – Mrs H Middleton



**Mrs Buckley, Mrs Aguayo, Nikki, Julie and Miss Pullinger welcome you to John Randall Foundation stage.**

We will always welcome you into our bright, fun and nurturing environment where children can learn and reach their full potential. Parents are encouraged to take an active role in their child's learning so that together we can provide a solid foundation and achieve the best possible outcomes.

On entry to nursery children will usually start in Busy Bees group and as they make progress they will move on to Butterflies and ultimately Ladybirds. The Early Years Foundation Stage Development Matters document (2012) states, '*children are born ready, able and eager to learn. They actively reach out to interact with other people and in the world around them. Development is not an automatic process*'. At John Randall, we believe that this is key to recognising the uniqueness of your child and their individual learning journey and therefore children progress through our Foundation Stage at their own pace.

### **Foundation Stage Staff**

Mrs Buckley – Foundation Stage coordinator

Mrs Aguayo - Teacher

Nikki Barnett – NNEB (Nursery Nurse)

Miss Pullinger – Teaching Assistant

Julie Skeates – Speech and language teaching assistant

Sometimes there will be a Support Assistant working with a child with Special Needs and/or a student on placement from college.

### **Nursery Session Times**

Monday to Friday

Morning 8.45 – 11.45

Afternoon 12.30 – 3.30

## **Admissions**

Our Nursery class and the Reception class are housed together in our Foundation Stage Unit which caters for children from age 3 to 5. The foundation stage is split into three groups; busy bees, butterflies and ladybirds. Children usually begin in busy bees when they are 3 and progress throughout the groups during their time with us, usually entering ladybirds when they reach school age.

Children will normally be admitted into sessions at the beginning of the term after their third birthday.

At the end of the term, prior to starting Nursery, each child and parent/carer will be invited to stay for one introduction nursery session. Unfortunately we cannot accommodate any younger siblings during this visit.

Nursery staff make a home visit and complete a registration form prior to the start date or check that the details held by the school are correct if the form has previously been completed. Please ensure that your postcode is included. Please note that during our home visit we will need to see a copy of your child's full birth certificate.

Our Nursery class is a calm and caring environment where children can interact with their friends. The role of the adult is to promote good relationships, to foster emotional growth, to build confidence and encourage independence.

Nursery is an interesting and happy place, offering a wide variety of stimulating activities. The children are encouraged to make their own decisions about the equipment they plan to use. These experiences will allow the children to investigate and experiment and find out about the world they live in.

## Before starting Nursery

- ✓ Encourage your child to spend time away from you (pre-school, family, neighbours)
- ✓ **Make sure they can use the toilet without adult help – if they are not fully toilet trained we ask that you continue to work on this at home and we will also encourage your child to use the toilet at Nursery. Please keep staff informed of progress made. Due to staffing ratios we are unable to support children with toileting at nursery. If your child wets at nursery we will encourage and support them to get themselves changed. If they have a soiling accident we may need to phone you change them. Please send your child with a change of clothes in case of accidents. These must be in a named bag which can be hung on their peg on arrival. On entering nursery, please encourage your child to use the toilet before the session begins.**
- ✓ Encourage them to take off and put on their coat and use the coat hook to hang it up.
- ✓ Encourage them to remove and put on socks and shoes as we use the school hall every Wednesday for PE. Please try to ensure that shoes are easy for them to put on themselves (Velcro is easier than laces) as they will regularly need to change their shoes for wellies during outside play and will need to put on their own shoes after PE sessions. Please try to make sure your child does not wear tights on Wednesdays, unless they are able to put their own tights back on.
- ✓ Nursery is a place where children work freely and enthusiastically. Please ensure your child wears comfortable old clothes as there is no guarantee that their clothes will remain clean!
- ✓ School uniform is optional until your child is school age and is available to buy from the school office.

## Procedures

Children should be brought to and collected from nursery by an adult (someone over the age of 16 years). **Please let nursery staff know if someone else is collecting your child – or we will not release them.**

Please make every effort to pick up your child on time at the end of the session. If under extreme circumstances, you are going to be late, please telephone the school to let us know.

You must always ensure that nursery have an up to date phone number. If your phone number changes at any time, please let us know.

Please phone the school office if your child is poorly and not able to attend. If we have not received a phone call you will receive a text message reminding you to contact school. Good attendance is key to ensuring that your child has the very best start to school life and we ask that you make a commitment to ensuring that your child attends every day unless they are unwell.

## Busy Bees and Butterflies Routine

**On Arrival-** Short Planning with parents for 10/15 minutes before bell goes for register.

**Registration** – Children sit in their registration group and the register is taken. This is a time for children to share news.

**Planning** – the children make decisions about what they want to play with. They will use a variety of ways to do this – point to the equipment, tell an adult, point to a photograph. It will only take a few minutes.

**Child Initiated Time** - the children carry out their plans. They find the equipment, work with it and tidy up. Nursery staff are always available to help and develop positive social skills.

**Tidy Up** – Using a timer, a child will announce the five minute warning prior to tidy up time. All children are encouraged to put away the equipment they have been using.

**Outside Play** – Children put on their own coats and we will go outside every day. There is a wide variety of equipment available for children to develop both physically, socially, emotionally and intellectually. Please provide a pair of wellies (to stay in school) and a waterproof coat for your child as we will be playing outside every day, all year round.

**Recall** – children talk about what they have been doing and share any pieces of work with their friends.

**Story Time** – The children will sit on the carpet to listen to a story or talk about a book.

**Group Time (Adult directed)** – A planned activity will be available for all children to take part in.

### **Health and Safety**

Please make sure that we have your current telephone number and also an emergency contact in case of illness or accidents.

Toileting and hall times will be easier and happier for children if they wear clothes they are able to manage themselves – no tight belts, buttons or awkward fastenings.

When stomach bugs strike, children should not come to nursery until at least 24 hours after the last symptoms of the illness.

For safety reasons, parents are not allowed to park on the school car park at 9am or 3pm. Please park in Kemberton Drive or in the Hills Lane Social Club car park.

Please do not use your mobile phone in nursery. Please do not be offended if staff ask you to stop using your phone, this is for the safety of all pupils. Also please do not use your phone to take photos of your child in nursery.

School grounds are non smoking areas and all cigarettes should be extinguished before entering the gates.

Please do not bring dogs onto school grounds.

Children are given milk and a piece of fruit each day. We encourage all children to try different fruits.

**It is very important that you let us know if your child has any allergies to certain foods or to milk.**

Please remember that it is your responsibility to check your child's hair regularly for headlice, and treat appropriately. If you require any further advice please contact the school nurse on Telford 621340.

### **Security**

The front door has two locks and children are not able to open it from the inside. Visitors to the nursery are not able to open the door from the outside and must ring the bell to gain entry. Any unknown person is challenged by the nursery staff before they are admitted.

There is a security fence all around the school and the school field. There are access gates but these are only open at certain times, when they are closed the only access to the school and nursery is through the main office.

The school gates are open between 8.45 and 9.00 and 2.55 - 3.30.

The gate at the front of school will be open at 11.40 for morning children to be collected, and also at 12.30 for afternoon children to be brought in. It is not appropriate for you to talk to school children on the playground at this time. They are being fully supervised by lunchtime staff.

**The gate at the top of the school field will not be open at the beginning of the afternoon session – you must use the front gate.**

If you arrive after the gates have been closed then you will need to go to the School Office to gain access to the nursery.

### **Visits out of school**

We may occasionally go for a visit. This is usually a local walk as the number of adults we need to take with nursery age children mean that coaches are very expensive and trips can be very over-priced as a result.

On the visits we need lots of adult help – one adult for every two children.

We cannot take younger brothers and sisters on the visit – we want you to spend time with the Nursery children.

As visits out of school can be costly and difficult to manage, we try to arrange lots of visitors to school to give your child new experiences.

### **Are you Free ?**

We are always delighted when parents come to help us in the Nursery. If you would like to come and spend some time with us, working with the children, please speak to a member of staff.

### **Parent and Toddler group**

We hold a parent and baby/ toddler group every Wednesday 9.10-10.10. We encourage parents with a child who is due to start nursery to come along and join us as it helps your child to become familiar with our nursery before they start. Sessions are free and everyone is welcome. Tell your friends and bring them along with you! Our friendly and experienced Nursery Nurse Nikki is on hand to chat and advise you throughout the sessions. There are always lots of fun and exciting activities for you to enjoy with your child. We look forward to seeing you!