



2 by Two Nursery Handbook



Welcome to St. Andrew's C.E. Primary School

Thank you for choosing 2byTwo Nursery at St. Andrew's C.E. Primary School. We appreciate the trust you have placed in making this choice.

Our Foundation Stage team hope to work in partnership with you, to help your child develop confidence, and make their first experience of our school community an enjoyable one.

Please remember that we are always here to help you and your child. Never be afraid to approach any member of staff, but please remember we may occasionally have to ask you to make an appointment if the classroom is busy and you need to talk for any length of time.

Whilst attending 2byTwo children will be able to interact with qualified adults in a safe, caring and stimulating environment. Children will be encouraged to make progress at a pace that is right for them as an individual. Whilst taking into consideration any particular needs that they may have.

Your child will remain in 2byTwo until the following September after your child's third birthday where they will then move on into pre-school.

2byTwo Staff Names

Head of Early Years Foundation Stage/Teacher: Mrs E Shackleton

2byTwo Staff Team



Miss Bennett
2byTwo nursery
Manager
Level 5



Miss Taylor
TA
Level 3



Mrs Mallon
TA
Level 3

Settling your child into nursery

Children's transition into 2byTwo is extremely important to the staff, we understand this experience can sometimes be an anxious time for both parents/carers and children but it can also be an exciting and enjoyable experience for others.

We will endeavour to make the transition into 2byTwo an enjoyable experience where children will begin to feel safe and secure and begin to build positive relationships with key workers and staff.

Before children start you will be invited into 2byTwo with your child to attend a taster session where you will stay for around one hour. This will give you the opportunity to talk with staff and share any information about your child and talk about any questions, concerns you may have. It is also a chance for your child to explore the 2byTwo space and begin to feel safe in a new and unfamiliar environment whilst their parents/carers are present. The nursery manager or your child's key worker will then arrange more visits where your child will visit alone for one hour before they start. These visits will support your child in beginning to trust and build positive relationships with their key worker and staff.

How your child will be learning

We work in line with the principles of the Early Years Foundation Stage (EYFS) and the characteristics of effective learning. These principles depend on each unique child having the opportunities to interact in positive relationships and enabling environments.

The Early Years Foundation Stage (EYFS) Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**.

These are:

- Literacy;
- Mathematics;
- Understanding the world
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it is suitable for very young children, and it is designed to be flexible so that staff can follow your child's unique needs and interests.

Children learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

How we will assess your child's progress

Planning for individual children's learning and development will be done through careful, continual observations and assessments made by staff and parents. Staff will observe children as they explore and interact in their play and during every day activities and experiences they have. These observations will help staff to identify children's learning and developmental next steps and then they can plan fun, achievable yet challenging learning activities and experiences. Staff will consider ways to support children to strengthen and deepen their current learning and development. All staff contribute to each children's learning and development by taking photographic evidence and written observations, although your child's key worker will have the main responsibility to ensure your child is making steady progress.

Our Daily Routine

8.40 am – Doors open. As children gradually arrive they will put their coats and bags on their hook, take their name card off their hook and place in a basket as self-registration.

8.45am-11.45noon - morning session

9.10am- 'Group time'- involves 'Good morning song' looking at name cards and a five minute adult led activity according to the ability of children.

9.15am- Free play with some planned and both child-led and adult- led activities.
To encourage exploration, develop senses, show curiosity, show their individual interests, play alongside other children and begin to develop friendships.

9.30am- Door to outdoor area open, children can free flow and explore outdoors as they choose.

10.00am- Nappy change/ toileting.

Snack time. Children access snack time. Children develop health and self-care skills, from hand washing to developing own likes and dislikes in food and drink.

11.30am- Outdoors closes.

Tidy up time song. Children are encouraged and supported to tidy away toys and resources.

11.35am- Dancing, ring games, story, songs and rhymes.

11.45am – am session finishes, some children go home. Children staying all day will wash hands and prepare for lunch time.

11.50-12.30 - Lunch time

12.15pm-3.15pm – Afternoon session

12.30pm-2.30pm- Free play with some planned and both child-led and adult- led activities. To encourage exploration, develop senses, show curiosity, show their individual interests, play alongside other children and begin to develop friendships.

1.15pm - Door to outdoor area open, children can free flow and explore outdoors as they choose.

1.45pm- Nappy change/ toileting.

Snack time. Children access snack time. Children develop health and self-care skills, from hand washing to developing own likes and dislikes in food and drink.

2.30pm- Outdoors closes.

Tidy up time song. Children are encouraged and supported to tidy away toys and resources.

2.35pm- Dancing, ring games, story or songs and rhymes.

2.50pm- 'Group time' involves 'good afternoon' song, looking at name cards and a five minute adult led activity based on children's individual abilities.

3.00pm – Story, songs and rhymes. Children sit together on the carpet ready for parents/carers starting to collect/

During each session, the children take part in a variety of indoor and outdoor activities. A balance of both child-led and adult-led activities are available to children to access. We are privileged to have access to the field, playground and woodland area. Where children are free to explore and make their own discoveries of the natural environment, supported by attentive and nurturing staff.

All children will enter through the 2byTwo nursery door situated through the gate, at the far left side of the infant playground.

A peg with your child's name and photo on will be allocated for coats and bags. These are situated within the room.

Passwords

2byTwo have a password system that is used in the safeguarding of children when different people collect your child. At the end of the day, children will be dismissed by a member of staff from the 2byTwo classroom door. Your child will be issued with a password before your child starts 2byTwo and the staff team or school office should be informed if there are any changes to who will be collecting your child.

Please Note:

Your child will not be released if the person collecting is not known to staff and if they cannot confirm your child's password.

School policy is that no minor under the age of fifteen years of age is allowed to pick up children without another adult being with them.

What children should wear

- School uniform is optional in 2byTwo. If you would like your child to wear a school uniform you can get one from local school uniform shops.
- Clothes that are easy to manage, especially when children are toilet training. For example no dungaree's, jumpsuits, vests with poppers. Clothes that your child can pull up and down independently.
- Top with sleeves that can be pushed up, then children can push up their own sleeves to learn to wash their hands independently.
- A warm waterproof coat for outdoor play.
- Wellies for wet weather
- Suitable footwear, shoes that have a good grip, sandals are not practical for nursery.

In the interest of children's safety we ask that children do not wear any jewellery i.e. earrings, necklaces, bracelets etc.

Lunchtimes

At lunchtime, your child has one of the following options:

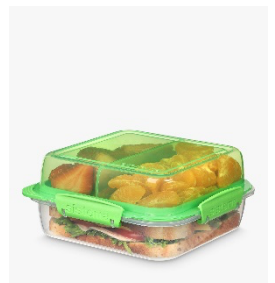
School Meal

The school meals are healthy and menus are available for parent/guardians to view. If you would like your child to have a school meal they are £2.00 per day. Please contact the school office to arrange and pay for your child's school meal

Packed Lunch

Children will need a lunchbox clearly labelled with their name for their **healthy lunch** and a drink. There are some items we ask you not to provide:

- Sweets or bars of chocolates
- Fizzy drinks, no cans or glass bottles.



Snacks

All children are provided with a snack and drink in both the morning and the afternoon sessions. This is usually a choice of water or milk and fruit, toast, pancakes and cereal (just mornings). There is no charge for snacks.



Staff ensure that hygiene is a priority before meal times and children begin to learn the need and importance of hand washing.

If your child has any specific dietary needs/medical conditions these needs to be stated clearly on your child's admission form and on their 'All About Me' form.

Nappies

We ask parents/guardians to provide nappies for their child. Nappies are changed during every session, and additionally if your child soils. There are times, when children develop nappy rash. Please speak to your child's keyworker, if you require the creams you provide to be applied. Alternatively, we do have Sudocrem and staff can apply this although we do ask parents to sign the permission slip to allow staff to do this.

Toilet Training

Within our room, we have accessible potty, toilets and sinks.

We support the children through encouragement and praise and do not force children to sit on the potty or toilet. Your child may have grasped going to the toilet/potty at home, however, at nursery there are more distractions and it sometimes means a few accidents. Our team have a good understanding of parent's dilemmas and are here to help and support parents/guardians too.

Please ensure you provide your child with full sets of spare clothes including tops, underwear, pants, socks and even shoes when they are toilet training.

Please help staff when your child is toilet training by wearing clothes that are easy to manage and that your child is able to pull up and down independently. For example, no dungarees, jumpsuits, vest with poppers on etc.

Spare Clothing

We provide protective aprons for the children when they play with messy activities although we would be very grateful if you could provide your child with a spare set of clothing, and underwear (more than one, if child is toilet training).

Please could you bring nappies and spare clothing in a back pack. This will be kept on your child's peg with their coat.



Your child will then feel more comfortable in their own clothes if they have to be changed.

Labelling your child's uniform with their name is always a help to avoid any mix ups.



We encourage children to gain the skills that help them to be independent. These include washing their hands, going to the toilet/coming for nappy changes, learning to take off and put on coats. Clothing which is easy for them to manage will help them do this.

Could we also ask that wellington boots, hats, gloves, scarves and summer caps are also provided depending on the weather as a large part of the curriculum is based outdoors. If the weather is particularly hot in summer, please apply sun cream before school. We have school sun cream that we can apply should parents/carers forget, though we do ask parents to sign the permission slip to allow staff to apply the sun cream.



Please can we ask for safety reasons that packed lunches and spare clothing are not provided in a plastic bag as these are unsafe for children.

Attendance and Punctuality

Attending nursery for each session booked is important, to give your child the best possible start in their learning and development.



It is extremely important to help your child settle into nursery by making sure they attend each session and arrive on time, as it can upset children's routine.

**Nursery starts in the morning at
8.45am and finishes at 11.45pm.
The afternoon session starts at
12.15pm and finishes at 3.15pm**

Going to nursery means:

- Having lots of fun
- Develop children's social skills in learning to share, take turns and build relationships with their peers and adults.
- Following routines and having structure to their day, so they learn what is expected at certain times of the day.
- Develop children's independence and self-confidence
- Taking part in lots of exciting learning opportunities
- Learning new skills i.e. personal skill such as hand washing, putting their own coat on, emerging numeracy skills, learning to use scissors etc.
- Preparing your child ready for school

Your child's education is our priority; good attendance habits established in the early years can affect their school experience.

If your child is too ill to attend school, please telephone the school office on **01254 231279** on the first day of absence. If you are in doubt as to whether to send your child to school please contact the office as soon as possible for advice.

Medicines/Accidents

Should your child require medication whilst at school, you will be asked to give written permission for us to do so, at the school office. We will only administer medicines that have been prescribed by a doctor. Please ensure prescribed medication comes to school with the prescription label on, so staff know that it has been specifically prescribed for your child.



Should your child be involved in an accident whilst at school first aid will be given. The details will be recorded on our **accident record form** and you will be informed and asked to sign this when collecting your child. If your child has a bump to the head a text message will also be sent to inform you.

If your child requires emergency treatment, the staff will try and contact you immediately.

Illness in school

Occasionally, we may also need to contact you if your child becomes ill during the day.



Please inform the school of any change to your address, place of work or telephone numbers as it is essential our records are kept up to date

Head lice

We ask all our families to regularly check your child's hair for head lice and treat all family members immediately if any are found. Please also inform the class teacher as this problem can soon escalate. Treatments are available over the counter at pharmacies.



If during the day we notice your child has head lice you will be informed at the end of the day. A general letter or 'head lice alert' will also be sent out informing parents.

Key workers

2byTwo and Pre School have a key worker system. This means that each member of staff has a group of children for whom she/he is particularly responsible.



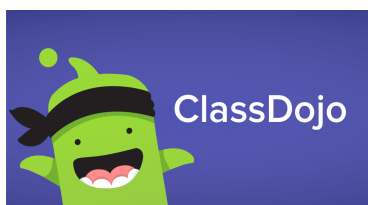
Your child's key worker will be the person who works with you to make sure that what the practitioners provide is right for your child's particular needs and interests. When your child first starts at 2byTwo, she/he will help your child to settle and throughout your child's time in our setting, the key worker will help your child to form relationships with others and make progress in their learning and development.

Observation and Assessment

Our staff are trained to a high level and are able to plan and implement activities through play, some of which are adult-led (a member of staff working with a group of children) or child-led (the child uses the resources how they wish to find out more for themselves). We aim to keep parents informed about their child's learning and development.

This is done through:-

- Sharing information between your child's keyworker and yourself on drop off and collection times.
- Personal messages through dojo.
- Next steps/interests sent through dojo each half term.
- Class dojo. Activities/experiences that have been happening each day.
- Weekly dojo photos added to your child's dojo portfolio by your child's keyworker, where you are also able to comment.



We use an online learning system called **Class Dojo**. Class Dojo is an educational technology communication app and website. It connects primary school teachers and families through communication features, such as news feeds, photos and videos from the school day. You will be linked to your child's class Dojo by email. You then download the class Dojo app to your mobile phone and create a parent account

entering your name, email and create your own password. Then enter the pass code that will have either been emailed to you or given to you by 2byTwo staff. You can then receive notifications and photos of your child's learning and development whilst at 2byTwo and see how your child is settling into nursery and see all the exciting learning opportunities.



This is our whole school online booking and payment system.
We use this for:

- 2by2 and Pre-school Sessions
- Breakfast Club
- After school Club
- School Dinners
- Holiday Club

You will be sent a link via email to activate your account – Please ensure school have a current email address.

Follow the link and click **FORGOT PASSWORD** - Please DO NOT set up your own account as this will not link with school.

Your child's funded and paid sessions will be added to your account by school. If you would like to make any changes to these sessions please contact the school office.

It is your responsibility to book your child's school meals, breakfast club and after school club sessions in advance.

All invoices are available to download from your account.

PLEASE NOTE: Children in 2by2 and Pre-school are not entitled to free school meals. This only applies from when children start in Reception Class.

PAYMENTS

Payments can be made to school in the following ways:

- Card payment on Magic Booking
- Cash at the office
- Bank transfer
- Childcare Vouchers

If you need any support in setting up your account, or to make a booking or payment please contact Mrs. Proctor in the school office.

Family Support

It is important to work in partnership to help children learn and develop to the best of their ability.



We are able to provide support for families who may be experiencing difficult times which can impact on school life. Educational concerns may also be addressed with your child's key worker. We can offer support in the following examples:

- Arriving to school on time and how to ensure good attendance
- Supporting parents and carers with welfare and safeguarding issues
- Supporting personal, social and emotional development of pupils
- Promoting expected behaviour within school
- Parenting Skills

All concerns will be treated in confidence and in a non-judgmental way. School can also refer parents to the appropriate support agencies should the need arise.



Texting Service

As a school we text information to parents/carers about closures/inset days etc. This is a way that we communicate with parents/carers. Therefore it is important that we have a current mobile phone number and you inform the office of any changes immediately.

What if you're not happy about something?

If you are not happy about something please do not hesitate to speak with your child's key worker, nursery manager or the Head Teacher. We are always happy to discuss any concerns with yourselves and we will do our best to resolve your concerns. Should your concern or complaint remain unresolved you are entitled to ring OFSTED on 0300 123 1231



We hope you find this information pack useful and very much look forward to seeing you and your child soon.