

WELCOME TO ALVER VALLEY NURSERY SCHOOL



ALVER VALLEY SCHOOLS INFORMATION BOOKLET

Dear Parents/Carers,

WELCOME TO ALVER VALLEY NURSERY SCHOOL

We hope this booklet will help you to settle your child in Nursery, and go some way towards answering some of your questions and make you feel welcome. If there is any information you would like, that we have not provided, please ask. There will be plenty of time to look around and ask questions on your visits.



Settling into Nursery

Settling into nursery is an important time for young children and their families. For some children this will be the first time they may have been left with another person and often the first time they have been left in a larger environment. At Alver Valley Nursery we aim to make this process as smooth as possible. All children and families are unique and as such their individual needs are taken into account throughout the settling in process. Through discussion with the

Nursery staff individual arrangements are agreed for each child.

We hope that by working with parents/carers we can provide the best possible start for your child's entry into nursery, laying firm foundations for the future.

Settling in Visits

Before your child starts, it is important to talk to them about nursery so that they feel comfortable with the idea. Let them know that it is a friendly place and something to look forward to.

Your child will be offered a number of visits to help them learn the routines and settle in. You will be invited to stay for the first few visits and then whilst you are visiting, please do join in with the activities; show your child the toilets, where to wash their hands, how to use paper towels, where to find a drink of water, where to play and which adults to ask if they need help. Come and enjoy yourselves!

On your child's first day please bring them to the office – a member of staff will come across to meet and greet you and your child and welcome you into the Nursery.



Home Visits

Each family will be offered a home visit. This is an opportunity to share any information you feel we need to know about your child with the nursery staff. These visits really support children's early days in school.

Our Session Times

Morning sessions run from 8:45 am to 11:45 am.
Afternoon sessions run from 12:15 pm to 3:15 pm.
A full day runs from 8:45 am to 3:15 pm.

All children are entitled to 15 funded hours a week, and some families will be eligible for additional funded hours through the 30-hour offer. If you believe you are eligible for additional funded hours please speak to our school office for further information. It is important that children attend nursery for all of their scheduled sessions, as it helps them to develop their social skills and all round development.

When you register your child for Nursery, you will be asked to provide the names of anyone who is authorised to pick up your child. You must inform the nursery staff or school office if these arrangements need to change.

If we are in any doubt, we will not send the child home until we have phoned you or your emergency contact number. If you will be unavoidably late picking up – please telephone so that we can explain this to your child. Please keep your emergency contact details up to date.



How we learn in nursery

We believe that children learn through play. They are encouraged to join in all the activities, to be independent and to make choices.

We offer a rich and varied curriculum in a safe but inviting environment. We understand that children develop at their own pace, but with encouragement and opportunity will reach their full potential. Children learn best when they are happy, safe and secure. The staff are there to guide and teach and will get to know you and your child well during your time here.



Our environment is planned to enable children the opportunity to extend and develop their thinking and learning across all areas of the curriculum. Although the resources in each area tend to reflect a particular curricular area, they are planned together enabling children to consolidate and apply their learning in a way that makes sense to them.

We have a number of curriculum documents, statements and policies all available for you to see. Please ask if you would like to look through these documents. You can also ask any of our staff about the curriculum.

The staff plan specific learning experiences that are appropriate to the needs

of the children. They work with groups and individuals to meet each child's specific needs. Our environment consists of several areas. Each area offers a different variety of learning experiences for our children.

- Drawing and writing area
- Book corner
- Puzzles and fine motor skill activities
- Building and Small world play
- Number area
- Exploring and Investigating Area
- Sand and Water
- Creative Area for painting, modelling and craft
- Home corner
- Role Play
- ICT suite (Computers and interactive whiteboards are available within the nursery environment)
- Children's Kitchen
- Library
- Garden Area – resources mentioned above are available outside, as well as wheeled toys/vehicles, space for running and physical experiences, climbing frames and small equipment e.g. balls, hoops and rings.



Our Daily Routine

A member of staff will welcome you to Nursery. The children's first task is to self-register and put their belongings on their peg. Once children are settled they can choose a reading book and put it into their book bag in their

book box. You will be shown these on your first day. Children are then able to choose from a selection of settling activities. Once children are settled, we have Family Group time which gives them the opportunity to talk and listen in small groups and learn social skills. This is followed by a short phonics session. After this group time, we have our Continuous Provision session, where children are given the freedom to explore the nursery environment and exciting activities on offer. The adults' role at this time is to observe, play alongside and teach new skills.



During their session each child has the opportunity to eat fruit, drink milk and have as much water as they need. At the end of Continuous Provision children are encouraged to tidy the area they have been working in. We then have Maths time, A Physical Development activity. We finish with Nursery Rhymes and a story. At the end of the session the gates are unlocked and Parents/Carers are asked to wait outside the Nursery, until staff open the door. The children remain on the carpet until they are called to go to their adult.

Record keeping/parent consultations

In order to plan for your child's development, all staff contribute to observations on your child's development. These begin with the information you share with us on home visits and build up during your child's time with us. We record observations, children's drawings and photographs of things they have done at Nursery using Tapestry, which is an online learning journey.

We invite you to meet with your child's teacher formally twice during the year, however if you have any questions or queries at any time please come in and talk to the Nursery teacher or key person– sometimes a chat is all that is needed to set your mind at rest.

Children's Absences

Please inform us if your child is absent from nursery for any reason.

Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full 24 hours after the last episode.

Should your child become ill in Nursery, we will try and contact you as soon as possible so that they can be collected.

Please remember to inform the office of any medical conditions or allergies that relate to your child so that we can be aware of them.



Accidents and accident reporting

All accidents requiring treatment are recorded in our accident books.

Whoever picks up your child will be given a white slip giving details of the accident and any relevant treatment. If in our opinion a child requires further medical treatment, we will contact you immediately.

Please make sure we have up-to-date contact numbers.

Intimate care

During their time at Alver Valley Nursery your child may need intimate care. Staff who provide intimate care to children have a high awareness of child protection issues. This can be when cleaning up a child after they have soiled themselves, helping them to change clothes when wet or changing nappies for those children who are not yet toilet trained.

Alver Valley Nursery is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The team recognise that there is a need to treat all children with respect when intimate care is given and no child should be attended to in a way that causes distress or pain.

Safeguarding

The nursery has a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves please let their Key Carers, or relevant members of staff know.



Clothing

Please dress your child in school uniform, which consists of grey or black shorts, trousers or skirts, a white polo shirt, a jade sweatshirt (with or without the school logo, available from the school office on Tuesdays and Thursdays) and in summer green and white gingham dresses. Children should also wear black school shoes. Young children need clothing that enables them to go to the toilet easily and independently. We have spare clothes available in case of accidents and would appreciate that these are washed and returned promptly.

Aprons are provided to protect the children's clothes when necessary,

When it is sunny we advise that children wear a sun hat and sun block that you put on at home.

Please make sure that the children have appropriate coats because they will play outside throughout the year.

ALL CLOTHING SHOULD BE CLEARLY LABELLED especially coats and shoes.

Your child will take part in P.E. sessions. They need a drawstring P.E. bag or carrier bag containing a white t-shirt and black shorts. They do not need footwear for P.E.



Newsletters

We try to keep you informed about events in Nursery through regular newsletters. Communication is a two-way process, so if there is anything you would like to know, please ask.

Library books

We hope that you will enjoy borrowing a book each week from our library. Children have a book bag to protect the books as they are carried to and from Nursery. If there are any mishaps, for example a lost book, please let us know as soon as possible. A small cost will be charged towards a replacement.



Car park

Parents are not permitted to park in the school car park. This is for staff only. There is limited parking in the community car park.

School site

Please: Do not smoke on school site.

Do not bring dogs on to the school site.

Do not let your child bring sweets/chewing gum/money to Nursery.

Complaints

We hope that during your child's time with us you will be happy with the nursery, and be able to discuss any concerns you may have with your child's key carer. If however you do feel it is necessary to talk to someone else please come and talk to Ali Lockwood (Head of Schools) or Jill Roseblade (Executive Headteacher). If concerns are not resolved they can be forwarded in writing to the Chair of Governors c/o Alver Valley Schools.

School Contact Details:

The school office opening hours are 8 am to 4:30 pm, Monday to Thursday, and 8 am to 4 pm on Friday, during the school term time.

Address:

The Federation of Alver Valley Infant & Nursery and Junior Schools,
21 Falcon Meadows Way, Gosport, Hampshire PO13 8AA.



Telephone:

023 9258 3029 or 023 9258 1777

Website:

<http://alvervalleyschools.co.uk>

Email:

adminoffice@alvervalley-inf.hants.sch.uk

adminoffice@alvervalley-jun.hants.sch.uk

Executive Headteacher: j.roseblade@alvervalley-inf.hants.sch.uk

Head of Schools: a.lockwood@alvervalley-jun.hants.sch.uk

Chair of Governors: Mrs Joan Kerr (contact via the school office)

Local Authority

Alver Valley School is maintained by the Children's Services Department of Hampshire County Council.