

**Cavalry Primary School Nursery**  
**Cavalry Drive**  
**March**  
**Cambs**  
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## **Welcome to Cavalry Nursery!**



### **Our aims:**

- To work together with parents and carers in the education of their children.
- To build on what children already know and can do.
- To provide a happy and secure environment in which children can develop intellectually, emotionally, socially and physically.
- To provide an exciting and challenging curriculum which encourages and motivates our children.
- To assess and cater for the needs of every child.
- To encourage children to become self-confident, independent and responsible.
- To communicate effectively between parents, children and staff.

## Nursery times

**Breakfast Club: 7.45 am – 8.50 am**

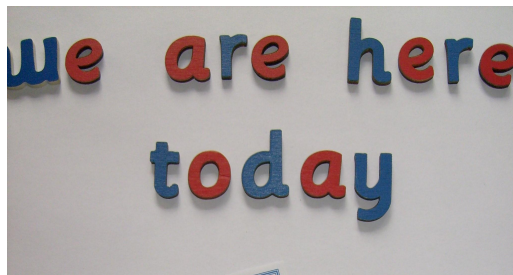
**Morning Session: 8.50 am – 11.50 am**

**Lunch Club: 11.50 am – 12.20 pm**

**Afternoon Session: 12.20 pm – 3.20 pm**

**After School Club: 3.20 pm – 5.15 pm**

At the beginning of the session you will enter the nursery via the gate to the left of the school and walk across the outdoor play area to either Nursery Room 1 or Nursery Room 2. Once you have said goodbye to your child, you will continue across the playground and exit via the gate near our Reception class. This is a circular one way system which helps us with the flow of families arriving and leaving all at the same time. Please collect them promptly at the end of the session.



## Lunch Club

The children are welcome to bring a packed lunch to Lunch club after or before their Nursery session. Please do not include anything containing nuts e.g. peanut butter in their lunch box. They are supervised by some of the Nursery staff. Parents are asked to contribute £1 a day towards the cost of staffing the lunch club as we receive no grant for this. This can be paid on Parentpay and must be paid even if your child is absent on a particular day due to illness as staffing costs are not reduced. In addition we now offer children who stay for Lunch Club the opportunity to have a school dinner, prepared by our catering company, Lunchtime UK. Menus are sent home twice a year and can also be viewed on the school website. If you would like your child to have a school dinner, please tell the nursery staff on arrival each day, and they will ask you which of the three menu choices your child would prefer. You must also pay the cost of the meal (£2.00) no later than 9.00 a.m. on that day either by cash or preferably via our ParentPay website. Our nursery can not provide Free School Meals, even if your child is eligible.



## The Foundation Stage Curriculum

We believe that children learn best through well planned play and practical, fun, engaging activities. Nursery and Reception age children follow the Early Years Foundation Stage Curriculum working towards the Early Learning Goals, which show their achievements and abilities. This curriculum is divided into 7 areas of learning with a big emphasis of learning through play, both inside and outside. The activities that we offer to achieve this include role play and dressing up, sand and water play, tactile and messy play, painting, box modelling, construction, exploring nature, threading and cutting skills, climbing, sliding and riding, to name a few! The following explains the 7 areas of learning and gives a summary of what the children are expected to learn about.

We have a strong emphasis on developing the children's skills in Personal, Social and Emotional Development, Communication and Language and Physical Development.

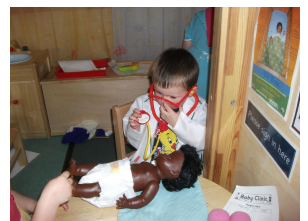
### **Personal, Social and Emotional Development.**

Children need to be interested and motivated about their learning. We want them to feel valued and to make good relationships with those around them. We will help them to learn what is right and wrong, how to behave and how their behaviour impacts on others.



### **Communication and Language**

Language is important because it forms the foundations for interacting with other people. To develop the children's skills we will provide a rich environment of words, sounds and rhythm. We will help them to use language to imagine and role-play and to think through ideas and events. We will use story sacks, talking boxes, chatter sacks, small world play and use the children's imagination to help the children be effective communicators – to be able to speak and listen well.



## Physical Development

Children need to learn how to move safely with confidence, imagination and awareness of others. We want them to know how important it is to keep healthy and what keeps them healthy. We give them opportunities to learn to use a wide range of small and large equipment including scissors, balls, hoops, construction toys and pencils. Through play we will provide opportunities to climb and balance, run, hop and jump and practise their throwing and catching skills.



## Literacy

We will develop a love of stories, rhymes and poems through fun activities, which include, puppets, story sacks and role play. In Nursery we will start to learn to hear sounds in words through games. In Reception the children continue to build on these skills and will learn to recognise letters to start learning to read. The children will have lots of opportunities to explore mark-making in all areas e.g. role play, sand and paint. In Reception the children will develop these writing skills to learn to write words. Writing will be encouraged in all areas of learning, as well as learning how to form letters correctly.



## Mathematics

Children need to know and use numbers and counting in their play. We will learn about big and small numbers, comparing amounts. The children will use everyday language to talk about size, shape, pattern, money, position, distance and time. Children will have lots of practical opportunities to weigh and measure. Children need to use this knowledge to develop their ideas and to solve problems. Children are encouraged to use maths in role play activities such as buying and selling in the class shop!



## Understanding the World

This area of learning is all about exploring and investigating the world around them. Children need to learn about patterns and change, and how and why things work. We give them opportunities to make and build using a variety of equipment. We want them to find out about, and learn how to use CD players, programmable toys and computers. They need to explore nature and to begin to find out about their own and other people's culture. We celebrate festivals from many different cultures and share stories from The Bible and other special books.



## Expressive Arts and Design

This area of learning includes music, art, dance, role-play and developing the children's imagination. They need to respond to what they see, hear, smell and touch and express their thoughts and ideas. The children will have the opportunity to explore sound and music, and experiment with movement. They use a wide range of art materials, music making equipment and engage in role-play.



We will

produce a newsletter each term to tell you what we are learning about and to donations of boxes, bottles tops etc for our craft activities. This will also enable you to talk to your child about their time at Nursery. Don't be surprised if they say they have done nothing on the way home. Often they will tell you what they've been up to when in the bath or eating tea!

possibly ask for

## Recording development and progress

Every child is observed regularly and a record is made of how they use materials and equipment, what skills and knowledge are demonstrated and how they have worked with other children. Alongside these observations, notes of particular achievements and a selection of drawings, paintings and photographs are kept to show how your child is progressing. This is called their "Learning Journey." These observations are used to help staff plan activities to meet the children's interests and learning needs.

Each child is assigned a **Key Person**- this is an adult who has responsibility for the record keeping and really gets to know your child and their interests. If you would like to talk to someone about your child, the key person is the staff member to approach.

You will be informed who this will be by letter, when your child starts Nursery. We will also tell you which room is going to be your child's 'home room' where they will start and end each session, even though they may play in the other room at some times during free flow sessions.

The records are available for you to see and to contribute to. When your child leaves Nursery, the 'Learning Journey' will be given to you and a copy of the assessment summary shared with you and with their new school.

### **Moving on to school:**

Children start at school in the September after their fourth birthday. Just because your child attends Cavalry Nursery **does not mean that he/she will automatically get a place** in Cavalry's Reception classes in the main school. All parents need to apply for a school place via the website run by the Cambridgeshire Admissions Team. The deadline for applications is usually 15th January of the year in which they will start school. Parents find out which school their child has been allocated to in mid April.

Further details of our school admission policy can be found on the school website, including the criteria by which children are selected if we are over subscribed.

### **Foundation Stage Staff**

The Nursery children share the Outdoor area with the Reception classes and get to know the staff who work in Reception as well as in the Nursery. This means that when they are ready to go to Reception, the children are already familiar with the Staff.

### **Based in Nursery:**



**Mrs Pughsley  
Nursery Leader  
Mrs Spinks**



**Mrs Monk**



**Mrs Bates**



**Mrs Pritchard**



**Mrs Jackson**



**Mrs Newstead**



**Mrs Harvey**

**Based in Reception:**



**Mrs Stanforth**  
**Foundation Stage**  
**Leader & Assistant Head**



**Mrs Wilson**  
**Class teacher**



**Mrs Dean**  
**SENDCO**

## **Late Collection of Children**

Please do your very best to collect your child on time. Children can become distressed being the last to be collected. We understand that things happen and you may be late to collect your child. If possible, ring the school to tell them you are on your way. If you are more than fifteen minutes late, we will try contacting you or the named person on your contact form. In the case of a serious incident when a parent cannot be contacted, the child becomes the responsibility of the Headteacher and social services may be contacted for support.

## **Lost children**

We are required by Ofsted to tell you what action we would take if we lost a child. This has never happened! If it were to happen, we would notify the parents and Police immediately and start looking! A copy of the procedure that we would follow is shown on the nursery board.

## **Nappies and Toilet Training**

The majority of our children are toilet trained before starting Nursery. However, we would never delay a child's start to Nursery because they were not yet toilet trained. We are happy for them to come in pull-ups which will be changed if needed. Please send spare pull-ups in a named bag. We will talk to you to make sure that home and Nursery are working together to help your child with toilet training.

## **Behaviour Policy**

We want all the children and the Staff to enjoy their time at Nursery. To ensure this happens, we expect the children to follow some simple rules

- We listen to each other
- We take turns and share
- We say please and thank you
- We look after each other

However, we understand that when you are 3 and 4 these are hard things to do! Staff will encourage children to behave well and actively discourage unacceptable behaviour. They will talk to the children about their behaviour and give positive guidance rather than a negative response. The staff will talk to the parents and carers if poor behaviour continues and together we can help the child behave well.

## **Health and Safety**

The Health and Safety Policy is on display in the Nursery for you to read at any time and you will have been talked through this Policy when your child first starts Nursery.

Here are a few important points:

**Fire Drill-** This is important and we practise this with the children every term. We make sure the children know how to evacuate the building quickly and safely and make sure they are not worried about a fire.



**Accidents-** If an accident happens at Nursery it will be recorded in our accident book, if necessary of course parents/carers will be informed straight away. If we are unable to contact you, the staff will use their judgement as to whether a doctor or ambulance is needed to treat the injury. It is essential that the contact details the Nursery have are up to date and that you or a close friend or relative can be contacted.

**Illness-** Please do not send your child to Nursery with an illness, e.g upset stomach, a heavy cold, flu or unexplained rashes.

When children have been ill they must not return to Nursery too soon as they can find three hours a very long time. Young children really do need time to recover before returning. We insist upon at least 48 hours following sickness and diarrhoea outbreaks.

If your children need medication, we would not normally be expecting them to come to Nursery.

**Equipment-** All equipment is regularly checked and cleaned. It is removed and then replaced if faulty or broken.

**Parents are asked not to drive their cars into the Staff car park or up the drive leading to the car park because of the children's safety. Please park carefully without blocking driveways or junctions. There are parking restrictions for the single yellow lines near school at busy times, including the bus bay.**

### **Admissions Policy**

We welcome children to join our nursery from the term after their 3<sup>rd</sup> birthday, when the government funding for 15 or 30 hours of free childcare commences. Parents who wish to use the nursery for more than their funded hours can purchase extra hours on a "pay as you use" basis. The extra sessions must be booked at the beginning of each term and paid for in advance.

Children will be invited to visit with their parents before they start to attend alone so they feel comfortable about where they are coming to and who is looking after them. We must ask parents to stay on these occasions.

The Nursery will give priority to those children who will receive one year's pre-school before entering State Education and not by their position on the waiting list.

A child's name can be placed on the waiting list by speaking to the office staff. A record of their date of birth and date of registration will be kept on the waiting list.

### **Equal Opportunities Policy**

We believe that all children are of equal value, regardless of their gender, race, ability or background. We aim to ensure that all have access to resources and activities which will enable them to learn through play and develop physically, intellectually and emotionally. If we are concerned about a child, we have clear identification and assessment procedures that enable us to identify children with special needs, and we also use professional support services. We have the facilities required to accommodate most children with physical disabilities and will happily discuss individual cases with parents. By working together, we will provide the best opportunities for each and every child.

## Child Protection

It is important for you to know that we are required to report any obvious or suspected case of child abuse- which involves non-accidental injury, severe neglect, emotional disturbance and/or sexual abuse to Ofsted and local agencies with whom we work very closely. This procedure is intended to **protect children at risk** and we are encouraged to take the attitude that where there are grounds for suspicion, it is better to be safe than sorry.

This does mean that we are at risk of upsetting parents by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents appreciating how difficult it is for Headteachers to carry out this delicate responsibility, would accept that the Headteacher was acting in what were believed to be the child's best interests.

In the very unlikely event of a parent wishing to make a complaint against a member of staff, they should of course report their concerns to the Headteacher immediately.

### Some helpful tips

Leaving your child for the first time at Nursery can be an anxious time for many parents. However, it should be an exciting time for your child. During the lead up to starting Nursery, talk to them about the activities we offer- painting, glueing, singing, dressing up, playing with friends etc this will encourage them to look forward to starting and they will know what to expect.

Let your child be as independent as possible when getting dressed and putting on shoes. It is frustrating waiting while they put on their underwear or do up their shoes themselves but it will really benefit them and boost their confidence.

We would welcome parent helpers in Nursery. This has many benefits- you can watch your child at play with other children, you see how the sessions run and you get a first hand opportunity to find out what the children are learning about too.

Although we do not teach children to write in a formal way, we encourage correct pencil grip and correct formation of the letters of their name. We would like the children to become familiar with the lower case letters abc not capitals ABC. This matches the expectations in school and is far easier to start in this way than trying to correct a mix of capitals and lower case letters.

When reading stories, point to the words as you read as this helps the children learn that we always start on the left hand page, at the top and that we read from left to right. These things are obvious to us as adults but they have to be learned by the children. Read stories and information books to your child as often as possible!

Sometimes children are reluctant to leave their parents and get upset when coming to Nursery. This is also very upsetting for the parents as well but we have found that if the parent leaves their child with a member of staff they do quickly settle. We would never leave a child distressed and would ring the parent if their child could not be consoled. If you do leave your child upset, we can always ring to reassure you that they have settled.

### .....**And Finally**

Please do remember if you have any ideas or suggestions, problems or complaints we'd really love to hear from you.

If you do have any concerns please approach the nursery staff initially, but if you are still unhappy then please pop into school and see the Headteacher, or put your complaint to her in writing. The Headteacher will always contact you within a day or two to help to resolve the matter. A copy of the formal complaints procedure is available in school on request.

We try to achieve the very best that we can for your child. To do this it is vital that we work in partnership with you. The Headteacher and staff of the nursery are always happy to listen and help. We look forward to working with you and welcoming your child to our nursery.

### **Charges for 2023 to 2024**

Breakfast Club	-	7.45am – 8.50 am	£2.50
Morning Session	-	8.50am – 11.50am	£13.00
Lunch Club	-	11.50am – 12.20pm	£1.00 plus £2.00 if choosing to have a school hot dinner
Afternoon Session	-	12.20pm – 3.20pm	£13.00
Stay & Play	-	3.20pm – 5.15pm	£8.00 (or £4.00 if only booking until 4.15 pm)

All fees must be paid in advance at the start of each calendar month. If you do not pay in advance, your child's 'paid for' sessions will be withdrawn until you have paid.

**Term Dates** can be found on the school website.