



John Ray Infant 'School House' Nursery

Prospectus
2021/2022



VISION STATEMENT

"learning together, aiming high, proud to be ourselves"

We are a welcoming community, where everyone feels happy, safe and valued. We believe in creating a positive, nurturing and inclusive learning environment where everyone is provided with the care, support, skills, knowledge and attitude for a successful future.

We promote a creative, stimulating curriculum that focuses on skills for lifelong learning.

Through our Code of Conduct and Core Values we set ourselves high expectations, develop responsibility and a deep respect for others. We believe:

- Everybody is somebody.
- Everybody has a voice and feels that they belong.
- EVERY CHILD MATTERS.

We have six core values which provide our children with key life skills for the future:

Respect
Honesty
Caring
Curiosity
Fairness
Responsibility

John Ray Infant 'School
House' Nursery
Code of Conduct

Be Safe
Be Kind
Be Responsible

A very warm welcome to John Ray Infant 'School House' Nursery!

Introduction

Welcome to John Ray Infant 'School House' Nursery. We are very proud of our community and of our children. We know that children learn best when they are part of a happy, caring and stimulating environment, and within our community we ensure that every child feels secure, confident and valued.

Here at John Ray Infant 'School House' Nursery, we help children to grow and develop within a nurturing and supportive environment. Our nursery is led by skilled Early Years practitioners, who value the importance of establishing safe, caring and enabling environments from the very beginning of a child's development. We are excited to work alongside our parents/carers to offer the very best for the young children in our care. We believe that developing these positive relationships is another key factor in ensuring healthy, early development. We strive to ensure that these positive relationships are carefully fostered and that the children are immersed in a rich and varied curriculum, to help them become happy and positive members of society and lifelong learners, equipped to take on the world!

At John Ray Infants 'School House' Nursery we pride ourselves on working with you as partners to help create this positive start for your children. We also work very closely with the school's Foundation Stage team, to ensure continuity and progression in the curriculum that we offer. This teamwork also ensures smooth and detailed transitions during the Summer Term for those children moving onto our Foundation Stage. We want everyone who joins us to feel like they are valued and part of one big, happy family! We would like you to share in your child's learning journey with us, throughout the year and beyond.

The members of our Governing Body are fully involved in the work of the school and the nursery and the Governors and staff work closely together to create a positive and forward thinking ethos.

We hope this prospectus provides you with useful information. Please also come and visit the nursery and school - we would love to show you around. Please contact the school office for an appointment, or if you would like any further information.



Mrs Lisa Christian
Headteacher

Our Early Years Foundation Stage Vision for John Ray Infant 'School House' Nursery and John Ray Infant School

At John Ray Infant 'School House' Nursery and John Ray Infant School we are passionate about enabling all our children to develop a lifelong love of learning through inspirational and purposeful experiences.

We will work together in partnership with our families and community to ensure that all our children become independent, resilient and confident learners who feel valued by all. In order to achieve this, we offer a stimulating, challenging and well-resourced environment which is staffed by dedicated, highly skilled and nurturing practitioners.

Staff

Teaching Staff

Senior Leadership Team:

Mrs L, Christian Headteacher

Mrs A Darvill, Deputy Headteacher / SENCo

Mrs K Yates, Foundation Stage Leader

Mrs E Turner, KS1 Leader

Nursery Team:

Miss C Devereux, Nursery Teacher

Miss A Shortall, Learning Support Assistant/EYP

Miss S Rash, Learning Support Assistant/EYP

Miss J Psaros, Learning Support Assistant/EYP

Foundation Stage Team:

Mrs K Yates, Foundation Stage Leader/Teacher

Mrs A Bennett, Foundation Stage Teacher

Mrs V Hinds, Foundation Stage Teacher

Miss S Nowton, Foundation Stage Teacher

Mrs J Hales, Assistant SENCo

Support Staff

Mrs C Rushen, School Business Manager

Mrs M O'Malley, School Administrator

Mrs C Ryan, PA/Administrative Assistant

Mrs E Smith, Attendance Officer

Mr S Bennett, Site Manager

Mrs G East, Nursery Nurse

Mrs R Gooday, Nursery Nurse

Mrs A Allen, Learning Support Assistant

Mrs L Everett, Learning Support Assistant

Mrs J Heissig, Learning Support Assistant

Mrs K Bennett, Learning Support Assistant

Mrs L Hutchinson, SEN Learning Support Assistant

Mrs K Roan, SEN Learning Support Assistant

Mrs A Guilder, SEN Learning Support Assistant

Mrs E Pearson Sp&L Learning Support Assistant

Mr R Mills, PE Coach

Governing Body

Mrs L Christian, Headteacher

Mrs P Smith, Chair

Mrs D Nash, Teacher Governor

Mrs J Heissig, Co-opted (Link)

Mrs K Wark, Co-opted

Mr J Tatam, Parent Governor

Mrs R Dadd, Co-opted

Mr D Burch, Parent Governor

Mr S Hammond, Co-opted

The full Governing Body meets twice each term. The minutes of the meetings are available on request at the school office.

Admissions

Our nursery provision is available to children aged 2 - 4 years old. We have some allocated spaces for funded 2 year olds and then the other spaces are available for 3/4 years olds. We accept applications for 3/4 years olds who are accessing the free 15 hour provision and those who are entitled to the 30 hour funding. Please access the government website www.childcarechoices.gov.uk to see if you are eligible for extra funding for your child. If you are entitled to 2 year old or 3/4 year old funding we will require your funding code when you apply. Application forms are available for collection from our school office.

We have a phased transition over the first two weeks so that all children can be given sufficient support and attention to settling in gradually.

We work closely alongside the school's Foundation Stage team and over the course of the year the children will take part in lots of positive transition work to aid their smooth transitions into school.

Admissions Procedure

Each nursery has a published "number intended to admit" and we are obliged to accept children up to our physical capacity, which has been set at 27 children per session. A session is either a morning or an afternoon. Should our applications exceed the number of places available, places will be allocated using the following criteria in the order given:

1. Looked After Children and children with an ECHP;
2. Children with a sibling attending the school or the partner junior school;
3. Children living in the priority admission area;
4. Remaining applications.

Please note that during the Autumn term, a year before your child is due to start school, a separate application is required for entry to your chosen school.

Our full Admissions Policy can be obtained from the school office and is published on our website.

Application for School Places

Essex County Council will publicise admissions schemes and timetables for admissions into Reception in the 2021/22 academic year on their website www.essex.gov.uk/admissions and 98% of parents now apply online. **The application period will open on 8th November 2021 and the statutory national closing date will be 15th January 2022.**

Offers of places will be sent on 16th April 2022.

The Nursery Day:

A Typical Nursery Session:

Morning Provision

8.30am - 9.15am: AM session begins. AM and all day children arrive/register/self register. Indoor Child initiated Learning.

9.15am - 10.30am: Child initiated learning and focus activities - free flow indoors and outdoors.

10.30am: Tidy up time outside.

10.30am - 11.00am: Child initiated Learning and free flow snack indoors.

11.00am: AM Orange Group Time, Storytime/Rhyme Time for lunchtime group, Red group Sensory Time

11.30am: Home Time OR Lunch Time.

11.30am - 12.30pm: Lunch Time.

12.30pm - 12.45pm: PM session begins. PM children arrive/register/self register.

12.45pm - 1.50pm: Child initiated learning and focus activities - free flow indoors and outdoors.

1.50pm: Tidy up time.

2.00pm: PM Orange Group Time.

2.30pm: Home Time 1.

2.30pm - 3.10pm: Child initiated learning and free flow snack indoors. Afternoon Orange group boxes.

3.10pm: Tidy up time.

3.20pm: Story and songs.

3.30pm: Home Time 2.

Please note that there are additional charges for breakfast and lunch provision. Lunch is however included for the children who are eligible for the 30 hour funding. At breakfast time food is provided, but at lunchtime, the children who are staying, are required to bring in their own packed lunch from home. Please provide your child with a healthy packed lunch. Fizzy drinks and sweets are not allowed and please remember that we are a **NUT FREE** community.

Milk and snacks are provided each day for the children during the morning and afternoon nursery sessions. We encourage the children to help prepare the food and learn to serve and clear up after themselves. Eating together is an important life skill and helps the children to practise key skills like sharing, listening, holding a conversation, and showing interest in others, as well as encouraging them to try new foods. Snack times are always carefully monitored by staff to ensure that all children, and particularly those with allergies and special dietary requirements are fully supervised and high hygiene standards are maintained. We do ask for a voluntary contribution each term to help enhance our snack times and to do some additional cooking activities.

Nursery Uniform

Nursery children are not expected to wear a uniform, although we do have some John Ray Infants 'School House' Nursery T-shirts and fleeces for sale from the school office. Wearing a uniform is of course good practise for when your child starts school. It will help your child to feel part of the overall school community, and another added advantage is saving their everyday clothes from general wear and tear! Whatever clothes your child does come to nursery in please can you ensure that they are practical and appropriate for the types of activities that they will participating in, and for the time of year. Please expect your child to come home a little muddy and with a few paint splashes or food stains on their clothes. These are all positive signs of a great day at Nursery!



It would be helpful if your child could:

- Practise taking on and off their own coat and shoes.
- Wear easy fastening shoes (Velcro is easy).
- Have easy fastenings on their clothes (e.g pull up joggers etc).



Please ensure that all items of clothing are clearly marked with their name.

Nursery T-shirt = £4.75

Nursery fleece = £11.95

These items can be ordered from John Ray Infant School Office.

Parental/Carer Involvement

When your child comes to John Ray, we aim to give them the best possible start to their schooling years. As parents/carers we expect you to be fully involved in all aspects of your child's education and to attend regular pupil, parent/carers, teacher review meetings will to help monitor the progress of your child and raise any issues or concerns you may have.

Home Learning



At John Ray Infants 'School House' Nursery we use Tapestry as our online learning journal to record your child's learning journey throughout their time with us at Nursery. If your child goes on to join our school they will also continue to use Tapestry throughout their school Foundation Stage year. We also use Tapestry to send you information and post weekly home learning ideas for you and your child to do at home together. These will be fun, play based activities linked to our focus learning for the week. We love to receive posts from you to share your child's learning and achievements at home.

Home/Nursery Agreement

When your child starts nursery we invite all parents/carers to sign a Home/Nursery Agreement. This highlights all the key aspects of successful learning and the ways we can support each other to achieve this for your child.

The Foundation Stage

The Foundation Stage is a distinct phase for younger children entering school. It is in the Foundation Years that the children develop a positive attitude to learning, social integration and personal organisation.

Children learn through practical activities and follow the Early Years Foundation Stage principles covering seven areas of learning. The seven areas are split into three Prime Areas and four Specific Areas. The Prime Areas of learning are: Communication and Language, Physical Development and Personal, Social and Emotional Development. The Specific Areas of learning are: Literacy, Maths, Expressive Arts and Design and Understanding the World. These are taught through a cross-curricular approach with speaking and listening and personal and social relationships being priorities.

The children's learning takes place both in the inside and outside classrooms, with a lot of the learning being child led. The staff working with your child are skilled at being able to support and enhance these child led learning experiences and to facilitate further learning using the children's interests as a starting point.

Each child is allocated a keyworker and a colour group so that they have a base in Nursery. This keyworker will work particularly closely with your child, but all the adults in Nursery interact with all the children over the course of the day.



Special Educational Needs

All children at John Ray Infants 'School House' Nursery are seen as individuals, regardless of need, and are taught with this in mind. Our Special Educational Needs Co-ordinator (SENCO) works closely with staff and parents. Any learning difficulties are identified at an early age and appropriate measures are put in place, so that every child may access the full curriculum.

A policy for Special Educational Needs is available on our website or from the school office.

Behaviour Policy

We encourage a calm purposeful and happy atmosphere within the nursery. We follow a staged approach to behaviour which is made clear to all children. Our policy acknowledges the rights and responsibilities of children, staff and parents/carers and we ask parents/carers to sign our Home/Nursery Agreement.

From the first days at nursery children learn the importance of our Code of Conduct "Be Safe, Be Kind, Be Responsible". Our Core Values which include showing respect and being caring, fair and honest run through everything we do.

Visits

From time to time we organise specific educational visits to enhance the children's learning experiences in school. For our nursery children these visits will mainly involve people coming in to visit us, or will be small group trips out and about around the local community. We will always inform you of these events and get you to sign any additional permission forms. Parents/carers are sometimes asked to make a voluntary contribution towards the cost of these visits, but no pupil is ever excluded if their parents/carers are unable to do so. Full details of the Governing Body's charging and remissions policy are available for inspection at the school.

Home School Family Worker

We have a Home School Family Worker who works closely with children and their families. We all have times when we would like to talk to someone about family or children. Please contact the office if you would like to make an appointment.

Medicines in Nursery

Medicines should not be brought into nursery unless it is unavoidable.

If the medicine has to be taken during school hours the parent/carer should ask the dispensing pharmacist for a second labelled empty container for school use only. A signed authorisation slip must be completed and the medication handed directly to the child's keyworker for safe storage.

Asthma inhalers and spacers must be clearly labelled with the child's name and dosage required.

School Nurse

The school nurse provides health promotion and advice to parents. If you would like advice from the school nurse, please contact the school office to make an appointment.

Illness, Accidents and Emergencies

If your child is taken ill, or has an accident, it may be necessary to contact you urgently; with this in mind **please** ensure that we are kept up to date about any changes of address or telephone numbers - including those of emergency contact numbers. New parents/carers will be asked to complete a form that provides this information.

Absence from Nursery

A copy of our Attendance Policy can be found on the website or collected from the School Office.

Sickness

If your child is absent from nursery due to illness, or an accident, please notify us by phoning John Ray Infant School on 01376 323071 by 09.00 that day, so that we can record their absence properly.

Although nursery provision is not compulsory, we do ask that your child attends regularly on their allocated days. Regular attendance is good practise for their school years and it ensures that they get the full nursery experience.

Safeguarding Children

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Essex Child Protection Committee. If you want to know more about this procedure, please speak to the Headteacher.

Equal Opportunities

We are committed to ensuring equality of opportunity for all children and adults, irrespective of age, gender, ethnicity, disability, attainment, social or cultural background.

All children at John Ray Infant 'School House' Nursery are given the same opportunities and experiences. Any discrimination of any kind is taken very seriously. Parents/carers will be informed of any such incidents.

Professional Development of Staff

Our school community encourages high standards of training and development for all of its staff and governors.

Five non-contact days per school year are used for staff training and curriculum development. Teaching and other staff are given opportunities for training on day courses and evening sessions funded by the school. Please check the school website for these dates.

Complaints Procedure

If at any time you have a concern about any aspect of your child's education, please do not hesitate to discuss it at the earliest opportunity with your child's teacher or the Headteacher as appropriate. We are able to resolve the great majority of problems this way.

There is however a statutory LA written procedure for dealing with written complaints which may be seen on request.

