



**FOUNDATION STAGE
WELCOME TO OUR
NURSERY**



The future is now!

www.lingfieldcollege.co.uk

OUR ETHOS

“I can... I know I can”

WELCOME

We recognise children learn in a variety of ways; watching others, talking, asking questions, listening and investigating. Play is the foundation of development and your child will take part in many indoor and outdoor play experiences that will help him or her to learn and most importantly have FUN!



In this guide we provide useful information about what and how your child will learn; our enhanced programme of activities includes Music, PE, French, Cooking, Art Room and Forest School.

We are committed to regular and open parent communication to develop the vital partnership between home and school. We are available on a daily basis to answer any questions you may have and look forward to welcoming your child to our Nursery.



LEARNING IN OUR EARLY YEARS

‘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, however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments.’

Development Matters in the Early Years Foundation stage (EYFS)

We follow the Early Years Foundation Stage (EYFS) framework, approved by the Department of Education and followed across England for children from birth to 5 years. There are **four guiding principles** in the EYFS which underpin learning and development:



- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **positive relationships** with parents and carers.
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
- Children **develop and learn in different ways and at different rates** and all areas of learning and development are equally important.
- Each child has an online Learning Journey which is a record of their achievements containing observations, photographs, videos and examples of work. It is a working document which is ongoing until the end of the Reception year. All parents will receive an individual login to enable them to access this.



CARING FOR YOUR CHILDREN

Our Nursery

Children can attend our Nursery either 50 weeks a year or on a term time basis. The Nursery closes for two weeks over the Christmas period.

Children can start our Nursery from the age of 2 and will be allocated to one of the classes, below according to their age.

Caterpillars



2 - 3½ years

Butterflies



Rising 4s

Whilst in their classes, the children will work towards achieving the Early Learning goals, according to their ability.

We regularly have planned activities when Nursery children all come together either as a whole or in smaller groups.

Nursery 1 is led by Mrs Ovington and Nursery 2 is headed up by Miss Gardiner.

Staffing Ratios

Age of child	Staff: Child Ratio
2 - 3½	1:4
3½ - 4 ½	1:8

Outside of term time

During these sessions, children have the opportunity to join us for breakfast, from 7.30am, which takes place in the Nursery and consists of cereal, toast and fruit. The children are then provided with a cooked lunch in the Prep School Dining Room and then if staying for our extended day, will be given a packed tea back in the Nursery.

CARING FOR YOUR CHILDREN

Sessions & Times

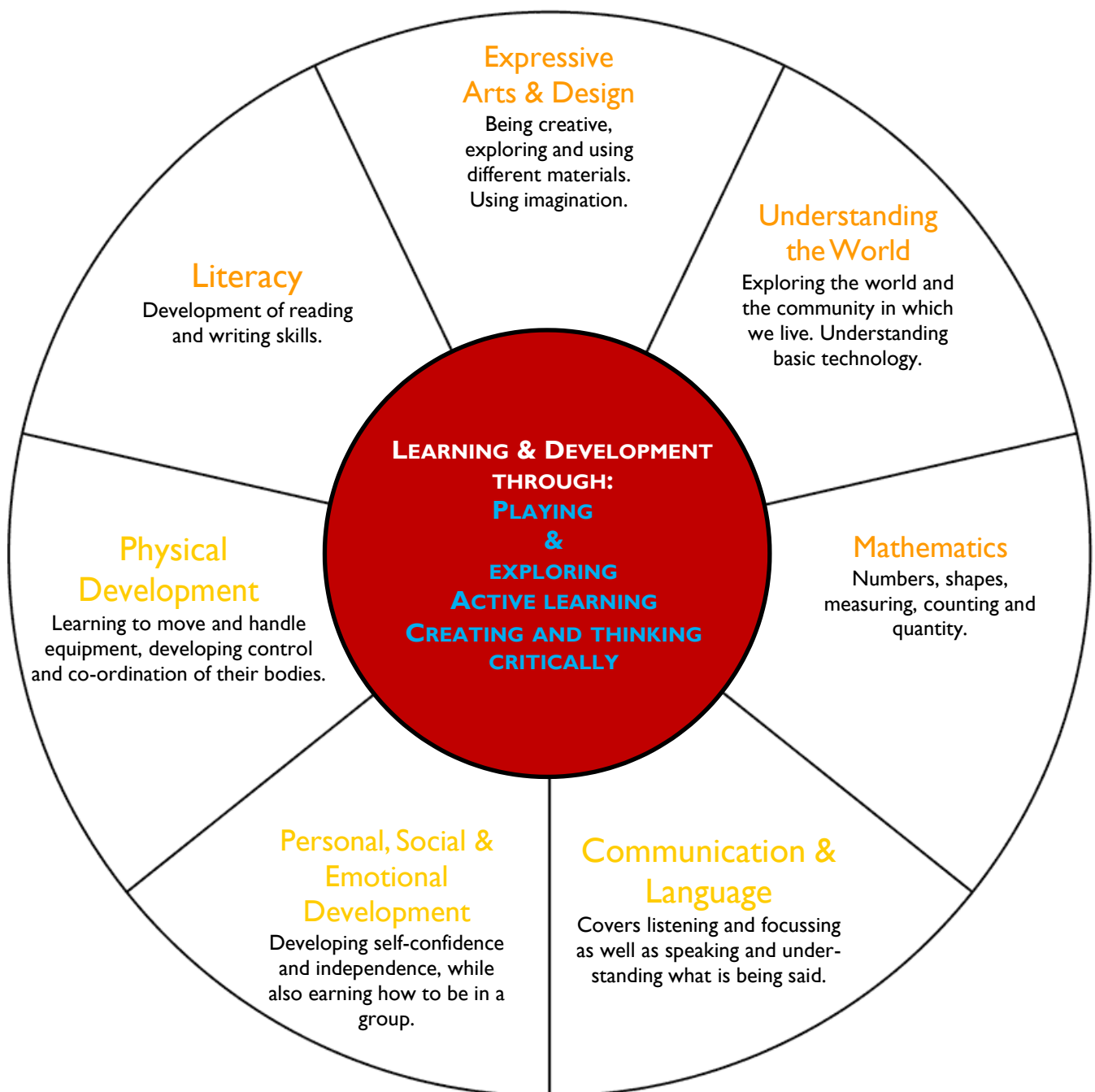
The Nursery is open Monday to Friday and operates a mixture of different sessions. All children are required to attend at least 3 morning sessions. It is anticipated that by the last term (Summer Term of Butterflies year group) all children will be staying for at least two full days. Sessions are as follows:

Session 1	Breakfast	7.30 am	-	8.30am
Session 2	Morning session	8.30 am	-	11.30 am
Session 3	Morning (Including lunch)	8.30 am	-	12.30 pm
Session 4	All day	8.30 am	-	3.30 pm
Session 5	Afternoon session	12.30 pm	-	3.30 pm
Session 6	Afterschool (Including Dinner)	3.30 pm	-	6.00 pm



LEARNING IN OUR EARLY YEARS

The EYFS has **three Prime areas** and **four Specific areas**, all interconnected with the **characteristics of effective learning**:



EACH CHILD IS A UNIQUE CHILD

Chatterboxes

As well as following the EYFS curriculum, we believe that promoting and supporting each child's individuality and interests are key to developing self-knowledge, self-esteem and self-confidence. We use Chatterboxes to encourage children to talk to their peers and teachers about the special items they have chosen to put inside their box. The items inside each Chatterbox may include photos, drawings, toys, postcards, travel tickets, maps and 'treasures', just to name a few! If the object is too big, we suggest taking a photo and putting this into their Chatterbox. We ask for the contents to be changed on a regular basis to reflect your child's interests through the year. Talking about these items of interest allow children the opportunity to consolidate their own learning, learn something new from their peers, develop the confidence to speak in front of a familiar group and leave them with a feeling of pride and achievement. We hope that developing self-knowledge, self-esteem and self-confidence at a young age will encourage children to have a positive attitude towards their learning as they progress through the Foundation Stage and onto further school life. All children love to share the contents of their Chatterboxes with the rest of the class throughout the week!



Chatterbooks

When children start in Nursery, we ask that each child brings in some photographs of their immediate family (parents, siblings and grandparents) simply stuck onto some A4 pieces of paper with **the name the child uses for that person** written underneath. These will form the beginning of your child's 'Chatterbook'. We ask you to send in other photographs to add to it over time, such as religious/cultural events your child attends, the addition of siblings, seasonal activities and other special times for your child. 'Chatterbooks' provide a rich source of material to facilitate discussion about many areas of your child's life and support their learning. Your child will be able to access it whenever they wish and share it with other children.



GOING BEYOND THE EYFS FRAMEWORK

We offer a range of exciting opportunities to enhance learning and to introduce children to a variety of subjects and skills. During our nursery day we offer:

Early writing



PE



Phonics



Art



Cooking



French



Forest School



Music



These sessions run on specified days and you will be able to see the plan for the week when deciding which sessions/days you would like your child to attend each term.

Sharing Books

All Nursery children will choose a book from the Nursery library to bring home to share with you each week. Each week, Caterpillar and Butterflies children will have one-to-one activities in small groups, and time with a member of the Nursery team to focus on phonics, numbers, shapes and colours, catered to their individual needs.

OUR DAILY ROUTINE

Morning

7.30am Breakfast - Nursery children are welcome to have breakfast in the Prep School Dining Room. Children having breakfast must be dropped off by **8.00am** at the latest and must be pre-booked for this session.

8.30am Doors open for the rest of Nursery children - Children self-register on the Attendance Board.

8.50am Circle time - A chance to say Good Morning, talk about the day's plans, chat about any news/stories the children would like to share and appoint the 'Helper of the Day'. The Helper of the Day counts the children and talks about their 'Chatterbox' with the other children.

There will be free-flow child-initiated activities and planned activities with an adult indoors and outdoors. For Nursery children, phonics, maths and writing focus sessions will also take place in small groups.



Snack time - Before play we wash our hands and help prepare our fruit and vegetables to enjoy together, developing our social skills whilst sharing with our friends.

10.00am Outdoor play time

There will be free-flow child-initiated activities and planned activities with an adult, indoors and outdoors

11.30am - Some children go home.

11.45am Get ready for lunch and walk down to the dining room -

The children sit at small tables with their friends. After lunchtime the children have outdoor play time.

Afternoon

12.30pm - Children go home, others come in for the afternoon session. Some children may have a sleep at this time.

1.20pm After lunch, we have an afternoon circle time, when children have a choice of free-flow child-initiated activities and planned activities.

3.15pm Story and a 'goodbye' circle time.

3.30pm Home time - For those children finishing at this time. Other Nursery children go to the Dino Club room for the after-school care.

3.30pm Dino Club - Children will be able to participate in child-initiated activities, time for stories and relaxing.

4.00pm - Children will go to the Prep School Dining Room for a cooked tea.

5.30pm - 6.00pm Home time - Depending on which session your child is booked in for.

PARENT PARTNERSHIP

An Active Partnership

We recognise that parents are the most important people in their children's early lives. Children learn about the world and their place in it through their conversations, play activities and routines with parents and families. We endeavour to work closely with parents/carers for the benefit of all our children. Partnership involves responsibility on both sides, and each recognises, respects and values what the other does and says.

Communication is key to an effective partnership; the leader or deputy of each room welcomes the children to Nursery every day and this time is an excellent opportunity for parents to pass on information about their child or ask questions. At 'going home' time staff will often have information to tell parents about the day and this is another chance for parents to talk to staff. If you need to talk to the leader of the room at another time, please call to arrange a convenient time.

Parent/Carers, Story Time

Once a week on a rotational basis, we would like to invite one parent/carer from each Nursery class to come in and read a short story to their child and a few friends. This will take place at the end of your child's session and will last for around 10 to 15 minutes. The story could be your child's favourite story, or you could choose a book to read on the day. If you are interested in taking part in this activity, please inform the Prep School Office first, as there will be paperwork to complete beforehand.

Reports

At the end of the Summer Term, you will be given an 'End of Year' report which will outline your child's development and achievements in all the seven areas of learning including next steps for each area.

PARENT PARTNERSHIP

Under Threes

At the end of your child's first term, you will receive a report outlining your child's development within the Characteristics of Effective Learning and the Prime areas:

- Personal, Social and Emotional Development
- Communication
- Physical Development

Learning at Home

Each week after one-to-one time with a member of staff your child will bring home a 'reading record' book, which details the letters and numbers they have been learning at school. Looking at these with your child at home will help to reinforce their learning. Parents are welcome to come into Nursery to read a short story with a small group of children.

What Does My Child Need to Bring to School?

- We encourage each child to bring a named water bottle each day which is then easily accessible for them during their time in Nursery. At snack time they can choose to have milk or drink from their water bottle. No drinks other than water or milk please.
- A school book bag (to be purchased from Simmonds).
- A cuddly toy if they like to have a specific one for sleep time.
- Suitable outdoor clothing for the weather.
- A change of clothes (these can be left in a bag on your child's peg).
- Nappies, wipes and a named pot of nappy cream if needed.
- Velcro trainers/pumps for P.E. or if they need a change of footwear during the day.
- Chatterbox (this can be left at school for the week).

Allergies & Medical Conditions

Please inform the Prep Office of any allergies or medical conditions your child may have. All Nursery staff are first aid trained, including for anaphylaxis and the use of auto injectors, but it is crucial we are kept up-to-date with any health concerns.

Diarrhoea & Vomiting

If your child is ill with diarrhoea or vomiting, they must be kept off school for a minimum of 48 hours from the last episode of diarrhoea or vomiting.

Using the Toilet

Children can use the toilet as and when necessary. Before eating children are always taken to wash their hands properly.

PARENT PARTNERSHIP

Nappy Changing & Toilet Training

Facilities for nappy changing are available in the Nursery and children in nappies are changed regularly; every nappy change is recorded. We work closely with parents when children are ready for toilet training.

Rest Time

If parents would like their child to have a rest or sleep after lunch; they will lay on mats listening to soothing music or a story. If children fall asleep on a regular basis, we talk to parents to see how long they would like their child to sleep for.



Settling In

To help familiarise your child with their new environment we arrange short visits before your child starts. We also hold 'Lingfield Littlies', our baby and toddler group, on a regular basis and this is an excellent way for your child to become accustomed to the Nursery surroundings and staff. Once your child starts their sessions with us our experience shows that it is best for parents to leave as soon as possible; please be reassured that we will contact you if your child becomes distressed — but this is very rarely necessary!

PARENT PARTNERSHIP

Security First

Children must be signed in and out upon arrival and collection. A member of staff will have a clipboard with signing in/out sheet for this. When collecting your child at the end of a session please wait by the outside the gate until a member of staff asks you to come into the gated area. Children will line up inside the classroom and be handed to their parent/carer one at a time for signing out. If someone else is going to collect your child, please tell a member of staff when dropping your child off and record this on the form in the cloakroom. We also ask that you provide us with a password at the beginning of your child's time with us, this can then be used if your child is being collected by someone unknown to Nursery staff. Please take note of the 'Failure to Collect Policy' on our website. Once your child has been collected, we do request that you vacate the school site as soon as possible to free up parking spaces for those collecting older children.

Mobile Phones are not allowed in the Foundation Stage.

Parking

We ask that parents park in the Jockey and Owners' Car Park where possible; if parking on the school site please ensure that you park considerately, in marked bays and not on yellow lines. Please ensure that children are supervised at all times in the car parks.

If your child is late to school, please sign in at the Prep Office; if you need to collect your child early, please also sign out at the Prep Office.

Administration & Communication

The school uses the SchoolPost system to communicate with parents, please ensure your email contact address(es) are kept up-to-date. A school newsletter is sent out every Friday via SchoolPost. You may also contact the Prep School or staff using our email address:

prepoffice@lingfieldcollege.co.uk

Each Nursery classroom has a noticeboard where up-to-date information is available. Parents of Nursery children will receive a letter towards the mid-point of each term to enable you to increase your sessions for the following term. Sessions will be allocated on a first come, first served basis. Sessions cannot normally be changed during the term.

BEING A MEMBER OF OUR COMMUNITY

During the school year Nursery take part in some whole school events which are suitable for their age group, including activities with their 'buddies' in Year 3. Reception and Nursery work together to perform a Christmas Nativity play and Nursery have their own 'Sports Day' in the Summer.



BEING A MEMBER OF OUR COMMUNITY

Lingfield Littlies

Our stay and play sessions run on Friday mornings, 9.30-11.00 (term time only) for under 4s to enjoy different activities in our Nursery.



ISI REPORT 2017

‘EXCELLENT’ *in all areas...*

‘Pupils assess their own **PROGRESS** with **UNDERSTANDING** and can identify areas for improvement and set targets for themselves, helped by teachers who monitor them closely.’

‘Pupils are **WELL SUPPORTED** and suitably **CHALLENGED** to perform at the highest level for their ability and in applying these skills across their work and activities.’

‘Throughout the Nursery and Reception, children make **EXCELLENT PROGRESS** in writing and are able to read sentences by the ages of 3 and 4 years.’

‘Pupils demonstrate excellent levels of musical knowledge and **ABILITY**, which is evident in their drama productions.’

‘Most pupils have the **OPPORTUNITY** to play in school teams due to an ambitious policy to make **PARTICIPATION** in team sports available to all.’

‘Parents report how delighted they are that their children play, learn and grow in such a **SUPPORTIVE** environment.’

‘Pupils’ **PERSONAL DEVELOPMENT** is fostered by an extensive range of opportunities provided for them and by high standards of pastoral care.’

READY FOR NURSERY

Nursery Clothing

Nursery children wear a uniform that enables them to play freely:

- Lingfield navy fleece
- Navy jogging bottoms/ navy shorts in the Summer
- Sky blue roll neck top / sky blue polo shirt in the Summer
- Navy shorts
- Black or navy formal shoes (Velcro or buckle fastening)
- Lingfield grey fleece hat
- Lingfield book bag
- Velcro trainers or black pumps for PE lessons
- Ankle or knee length socks



Can be purchased from Simmonds in Tunbridge Wells or the second hand clothing shop at school.

LINGFIELD PREP



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