

# Nursery Handbook

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Lawley Village Primary Academy

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# Message From the Headteacher

## Welcome Message

On behalf of REAch2, the governors, staff and children, I would like to welcome you to our Nursery. My name is Claire Freestone and I am the headteacher at Lawley Village Academy. I hope that this prospectus gives you a taste of what it is like at Lawley Village Academy's nursery.

In September 2024 we will be moving from a one form entry school in the middle of Lawley Village, catering for 210 children from Reception up to Year 6, to a two form entry school with a nursery. We are a child-centered school where all stakeholders in the school community are encouraged to take an active part in school life. Our teachers provide an engaging and exciting curriculum which allows the children to question and follow their own lines of enquiry. The curriculum has been developed to enable the children to use and apply skills and knowledge that they have learnt which all begins in our nursery.

Our staff are dedicated, hardworking and experienced. We provide a safe, calm and caring atmosphere and foster a hardworking ethos based on an enjoyment of learning within a stable environment. We expect a great deal from our children and they do not disappoint us. We are pleased to offer a varied selection of enrichment and enhancement opportunities. We are very proud of our reputation as a warm, welcoming, family school.

As a member of the Reach2 family of schools we also have the support and advice of the country's largest primary only academy trust and would like to reassure the parents who will be sending their children to Lawley Village that their children's learning is in safe hands. Children only get one chance at their education – we have to ensure that it is the best chance possible.

If you are interested in applying for a place at our nursery please get in touch, we would be happy to show you around our wonderful setting.

We look forward to working with both parents and children as they begin their time in the Lawley Village Academy family.



**Claire Freestone**  
HEADTEACHER

# Welcome to our Nursery

## Our History

Lawley Village Nursery is part of Lawley Village Academy and is set to open in September 2024. The nursery offers an ideal environment for children in a safe and nurturing environment. We are set to take on pre-school age children (aged 3-4).

This booklet is set to give you all the information that you need to know about the running of the nursery on a day-to-day basis.

## Staff

We have the expertise of the Early Years lead who plans our pre-school curriculum. We then have a nursery teacher who leads the morning and afternoon sessions:

Early Years Lead: Zoe Sharp

Nursery Teacher: Helena Cater

Nursery Teaching Assistant: Emma Tipton

## Session Times

Nursery day: 8.35- 3.15

Morning session: 8.35-11.35

Afternoon session: 11:35-3.15



# What to bring

## Uniform

Children can wear either a school jumper or school cardigan, along with a white polo shirt. Children can wear their own choice of bottoms and a pair of practical shoes/trainers. Uniform can be purchased from Baker & Sons in Wellington. Please ensure that all clothing is labelled so that if any items are mislaid, it can be returned to it's owner quickly.



## What do I need to send my child in with?

- A spare change of clothes (top, bottoms, underwear, sock) in a named school bag- accidents do happen and also, sometimes children will get wet from playing in the water tray. This bag will be left on your child's peg.
- Seasonal clothing- sunhat and suncream in the Summer. Hats, gloves and a scarf in the winter.
- A bottle of water- children are offered water or milk at snack time, so don't be alarmed if it is still full at the end of the session.
- A lunchbox (if your child stops all day)

## Snack and Drink

Nursery children pause for snack time each session. The children can choose whether they would like a cup of milk or water. We also provide a daily snack, consisting on either a fresh piece of fruit, breadstick or a plain biscuit, so there is no need to pack an additional snack for your child.

## Toys

Please keep toys from home, at home. We find that they can get lost or broken which leads to upset and frustration. We have plenty of toys and resources in Nursery that are placed purposefully in the classroom and link to our topic. We understand that the first couple of weeks can be tough, and if your child must bring something from home to settle them, that is no problem. However, once they are settled, we will ask for the object to be kept at home.



# Curriculum

## Early Years Foundation Stage

The Early Years Foundation Stage or EYFS is a stage of children's development from birth to the end of the Reception year in school.

The EYFS is based on four important themes

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

The themes underpin everything and aim to help young children reach their full potential. The guidance recognises the importance of laying a secure foundation for future learning and development in the years from birth to five and describes how this happens best when early year's staff and children and families work together.

It stresses that learning can happen at any time in any place. It is our job to make sure that we take advantage of a range of situations in our daily lives and use them to develop children's self-esteem, confidence and understanding of the world around them in an active and enjoyable way.

Activities in the Foundation Stage are carefully planned and based on the 7 areas of learning and development. These are divided into:

### Prime Areas

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

### Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

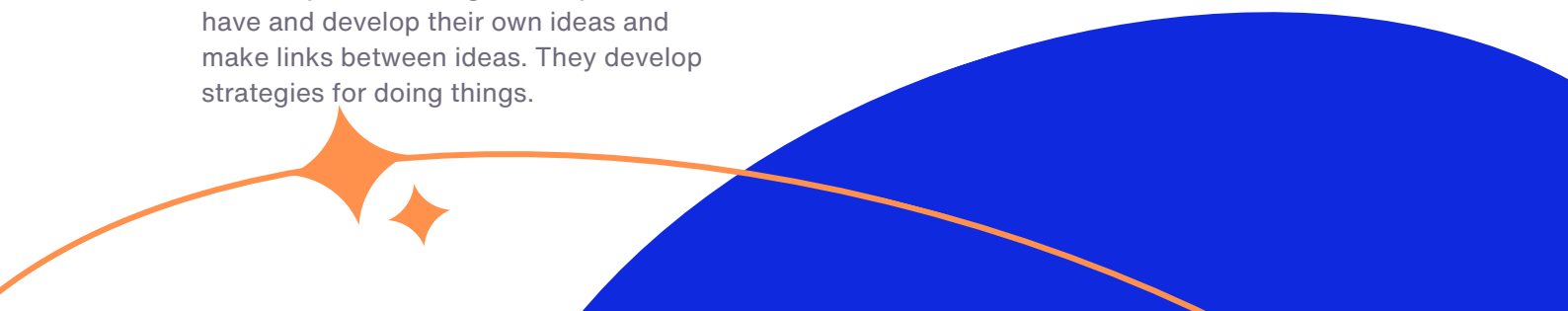
## Characteristics of Effective learning

Staff will talk to you about how your child learns best and how he/she engages with other people and the environment. This is called the 'Characteristics of Effective Learning'

- Playing and exploring – children investigate and experience things and “have a go”.
- Active learning – children concentrate and keep on trying if they encounter difficulties and enjoy their achievements.
- Creativity and thinking critically – children have and develop their own ideas and make links between ideas. They develop strategies for doing things.

## REAch2 Curriculum

We use the REAch2 curriculum to map out half termly topics for pre-school to follow. Children will be exposed to the topic through a mixture of play, by adults modelling, and through guided learning and direct teaching. Children in the early years learn through whole class and group work, where practitioners teach new knowledge and guide their learning.



# Phonics in Nursery

## RWI Ready

At Lawley Village Academy, we ensure that children start their phonics journey from day one. Phonics teaching and learning Nursery focuses on ensuring the children are “Read Write Inc. Ready” (RWIR) and therefore ready for their learning in Reception class.

In Nursery we aim to raise children’s awareness of sounds around them and develop their listening skills. We focus on 7 different areas throughout the year:

- Environmental sounds
- Instrumental sounds
- Body percussion
- Rhythm and rhyme
- Alliteration
- Voice sounds
- Oral blending and segmenting

## Reading for Pleasure

Reading for Pleasure is part of every day teaching and learning at the school, therefore we ensure the importance of reading to and with a child is modelled in the setting and shared with the children’s parents. A focus on learning Nursery Rhymes is also at the heart of teaching and learning.

## Summer Term

In the summer term before your child starts in a Reception class, they will be introduced to the first set of sounds needed in Read Write Inc. formal phonics lessons, which begin on day one of their Reception class.

Read Write Inc. terminology and resources are introduced in the environment and by adults working with the children. We introduce ‘Fred Talk’, where children learn to blend segmented sounds and adults model the language needed when forming sounds correctly in writing.



# Typical Day in Nursery

## Starting the Day

Children are brought to Nursery by their parents or carers. Before activities start, we have a quiet get together when the children have a chance to hear special news or start project work. This is when the teacher also registers their attendance.

## Activity Time

Your child can choose from a number of activities. Some will be available each day, while others will vary throughout the week. Many of these activities will be based around the topic the Nursery is working on that term. The Nursery staff will supervise some activities while others are left open for children to join in as they like.

Children will have a chance to participate in several kinds of table top and floor activity during the session and will have the opportunity of working alongside others, working together in a group and taking turns.

## Group Time

The children split up into small groups for a daily Mathematics or Phonics activity / game. This game usually lasts 10 minutes.

## Outdoor Play

The Nursery has access to its own outdoor play area, which enhances the range of activities children can participate in as well as providing a more varied learning environment. This environment is totally enclosed to ensure that the children can play safely and outdoor activities are supervised at all times by a member of staff. .

As well as the vast range of play equipment, the seasonal changes, wildlife and weather conditions in the area are used to extend your children's experiences too.



## Snack Time

The children have their fruit/snack and drink about halfway through the session. They will take turns to help to serve and help to clear away when snack time is finished. They are encouraged to be polite and wash their hands before eating.

## Stories and Songs

This is usually held at the end of the session. The book is often linked to topic work but sometimes the children choose a favourite story. The teacher reads the story and holds the book up to make sure everyone can see the pictures. When the story is finished, the children may be asked to talk about what they liked or disliked about it as well as a number of comprehension questions. This will encourage them to think about what they have just heard. The staff may end the session with some songs and action rhymes or encourage the children to act out nursery rhymes or traditional tales.

## Time to go home

The children will put their coats on and wait with staff until their parents/carers come to collect them, Nursery staff will provide a verbal handover with parents/carers where important information is communicated.



# Partnership with Parents

We really believe that you are your child's first educators and we want to involve you as much as possible.

## Nursery Rules

We have 5 key golden rules in nursery:

- We are kind to others and don't hurt them.
- We play together and share the toys.
- We speak to each other, don't shout.
- We listen to others when they speak.
- We tidy up our toys when we are finished playing.

We will also speak to the children when they start and add to our Nursery Rules.

## Tapestry

Tapestry is our online learning journey. We will upload observations of your child- these may be key learning moments or capturing an experience. You are able to comment on these observations and also upload your own observations of your child so you can share special moments and experiences with the nursery staff. Nursery staff will also send out weekly memos to let you know what your child will be learning during the week. We will also use Tapestry to communicate meals, nap times and any toilet changes.

## Rewards

Children are praised in a number of ways:

- Marvellous Me- thumbs up and badges
- Star of the Week certificates
- Stickers
- Earning class stars for golden time

## School Money

We use School Money for all payments in Nursery- we are a cashless school. You will receive all the details to sign up to this when your child is enrolled at the Nursery.

## Toilet Training

We will expect children to attend Nursery wearing pants and to manage their toileting needs by themselves. Our expectation is that all children starting Nursery will have started toilet training or already be toilet trained. The exception to this is if there is a medical condition or special educational need. We do understand that not all children are the same, and that some children may develop at different stages. If you need help in training your child, please speak to the Nursery staff.

# Further information

## Illness

If your child is ill, we encourage you to keep them at home to stop the spread of infection. If your child is sick, they will need to stay at home for 48 hours from the last episode or sickness/diarrhoea.

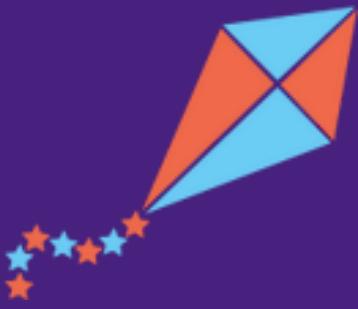
## Special Educational Needs

Our aim is to fully integrate all children with Special Educational Needs into nursery, if we can adequately meet their needs. The Special Educational Needs Co-ordinator (Charlotte Hendrie) works with Nursery staff, parents/carers and support services to ensure that the child's individual needs are met. We also liaise with various other professionals when needed.

## First Aid

All members of our EYFS team are trained in Paediatric first Aid so we will administer First Aid for minor injuries. These will be communicated via a green band around your child's wrist for most injuries and a red band for any head injuries. We will call home to let you know if we have any further concerns about a First Aid incident.





# Contact Us

## Phone

01952 951200

## Website

[www.lawleyvillageacademy.co.uk](http://www.lawleyvillageacademy.co.uk)

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