

The Towers Tots Nursery



Early Years Handbook

The Towers Tots Nursery Hand Book

WELCOME

Welcome to the Early Years Foundation Stage at the Towers Convent School.

We are committed to providing a happy and safe environment in which children can develop at their own pace and prepare for school.

Our nurturing environment provides a stimulating, happy and relaxed atmosphere enabling parents to leave their children in the care of qualified and experienced staff with complete peace of mind.

Mission Statement

The Towers is a Catholic School which welcomes pupils of all faiths and none. As a Gospel-centred Eucharistic community, we shall try to build a loving environment where pupils will be enabled to grow in the knowledge and love of God and of each other; where each individual will be equally valued; and where all may flourish, developing their own talents and valuing the unique gifts of those around them.

EARLY YEARS

The Towers Tots Nursery is registered with Ofsted (Office for Standards in Education) who carry out regular inspections and ensure we adhere to the legal requirements relating to Learning and Development and Welfare. The Towers Tots Nursery also follow the Early Years Foundation Stage Curriculum.

Schools and early years providers are required to follow a structure of learning, development and care for children from birth to five years old. This is called the Early Years Foundation Stage (EYFS) and it enables your child to learn through a range of activities. Your child's development is closely monitored through constant observations both formal and informal. The underpinning philosophy of the Early Years Foundation Stage is that each child is an individual and will develop at an individual pace.



PARENTS AS PARTNERS

We very much hope that you and your child will enjoy your time at Nursery.

Your child is at a crucial stage in his/her development with research showing that children learn more rapidly in the first seven years of life than at any other time. It is therefore important that children are given every opportunity to fulfil their potential. As a parent/carer you play a vitally important role. We, in the Nursery, hope to play our part by offering your child a variety of experiences and activities designed to further their individual development. We offer a home visit and a taster session before your child starts to ease the transition between home and nursery. When your child starts nursery a member of staff will be designated their key person and will discuss settling in with you. You are welcome to stay with your child until they feel confident within the group.

We are always happy to make time for parents/carers at the beginning of the session and at the end of the session to answer any questions or listen to any points you wish to raise with us. We offer termly parent consultation appointments and open evenings where we can discuss your child's progression. However you may make an appointment to at any time of the year for a consultation, this will be with your child's key person and the Nursery Manager. (The Journal is available to view at anytime).

Policies

A set of policies is available for you to view in school and on the website. Any concerns or complaints may be raised with the Nursery Manager, The Head teacher, The Independent Schools Inspectorate or Ofsted contact details: Tel 0300 123 4666 email: enquiries@ofsted.gov.uk text messages: 4666 60085. Our complaints policy is available on the website or as a paper copy from the office.

Session Times

We offer:

Morning Session – From 8.30am – 12.00 noon

Morning Session with hot 2 course lunch – From 8.30am – 1.00pm

Afternoon Session – 1.00pm – 3.30pm

Afternoon Session with hot 2 course lunch – 12.00 noon – 3.30pm

Whole day – from 8.30am – 3.30pm

The nursery opens at 8.30 am and we respectfully ask that neither adults nor children enter the Nursery rooms before this time; we also ask that 3.30pm is the absolute latest pick up time. We find that prompt pick up is in the best interests of the children.

The Towers nursery is registered to participate in the Government's Early Years Partnership Scheme. This currently enable eligible 3, 4 and 5 year old children to receive a fee reduction. Please contact the Bursar for more information.

Drop off and Collection of Children

If someone other than yourself (parent/guardian) or authorised person is collecting your child, please inform a member of staff. The children's safety is our main concern so your full co-operation is requested in this matter.

Each child has their own password, chosen at your discretion as an extra security measure.

Personal, Social & Emotional Development (PSED)

Children learning how to work, play and co-operate with others, including the development of self esteem, personal values and an understanding of self and others.



Communication, Language and Literacy (CLL)

This focuses on children developing competence in talking and listening and in becoming readers and writers.

Mathematics (PSRN)

The understanding and foundation for Numeracy. We focus on achievement through practical activities and on using and understanding language in the development of simple mathematical ideas.





Knowledge and Understanding of the World (KUW)

Children developing knowledge and understanding of their environment, other people and features of the natural and made world. These encourage later learning in History, Geography, Science and Technology.

Physical Development (PD)

Our children learn to develop physical control, mobility, awareness of space, manipulative skills, indoors and outdoors.



Creative Development (CD)

The development of imagination and ability to express ideas and feelings in creative ways e.g. through art and music. This is also linked to literacy and children's physical development.

We believe..

Every child deserves the best possible start in life and support to fulfil their potential.

A child's experience in the early years has a major impact on their future life chances.

A secure, safe and happy childhood is important and it provides the foundation for children to make the most of their abilities and talents as they grow up.

Early Years Foundation Stage

The layout of The Towers Nursery allows children to initiate and put into operation their own plans during child initiated work time. Both Reception class and Nursery are on the ground floor of the junior school having direct access to the outdoor area. They have easy access to the outdoor covered play area, which enables children to spend as much time outside as possible all year round. Materials and equipment available for the children to use are easily accessible encouraging independence, appropriate to their stages of development. These materials support all areas of the learning & development programme and are regularly maintained and replaced.

All staff have enhanced CRB Checks.

Administering of First Aid

All Nursery staff hold a Paediatric First Aid Certificate, and have received instruction specifically covering the administering of first aid to infants and children. On-going training is in place. All accidents are entered on an Accident Report form and will be signed by both a member of staff and counter-signed by the person collecting the child.

Administering of Medication

The completion of the medication consent form must accompany prescription medication (this can be found on our website – www.towers.w-sussex.sch.uk in the section Early Years, policies, Administration of Prescription Medication Early Years).

Full details must be given in advance with a signed and dated request if Nursery is to administer any prescription medication. Details required will include name of medicine, time of last dose, dosage and times required with any special instructions.

Arrangements when your child is ill

Parents are requested to keep their child at home for 48 hours following a bout of sickness or diarrhoea. Please do not send your child into school if s/he is ill.

If your child becomes ill or unduly distressed during Nursery hours, we will endeavour to contact a parent of the child so that arrangements can be made for early collection.

STAFFING

Another key aspect of the Early Years Foundation Stage is the ratio between staff and children, and as you would expect, The Towers Nursery complies with the statutory requirements and in many instances, exceeds them by having a higher ratio of staff to children. This means that your child will not only benefit from individual staff attention and monitoring but also a real opportunity for the staff to get to know your child and to find the best way to help them develop.

SNACK

Mid Morning snack is a sociable occasion at The Towers Nursery, children are invited to donate without obligation fruit or healthy snacks to share and prepare with the whole group. Sometimes snack times are influenced by festivals or cultures from around the world.



A list of suitable foods;

NO NUTS OR FOODS CONTAINING NUTS

Any Fruit

Vegetables

Breadsticks

Bread

Crumpets etc

Water is available at all times; with individual children having their own named water bottle, which we provide. Milk is also provided at snack time.

Lunch

A two course hot lunch is provided and most religious and dietary needs are catered for. Nursery children are joined by the junior children and we believe it is a very important social occasion for all children. A weekly menu is available on our school website and on our Nursery Notice Board.

Children love playing with materials such as sand, water, wood shavings, foam, gloop, pasta and much more! Messy play can make an enormous contribution to children's cognitive and creative development allowing them the freedom to explore all sorts of possibilities.



Children have access to the outdoors throughout the free play session choosing to play inside or preferring outside. The early years are a time of unrivalled personal discovery, in which each day holds the potential for adventure - and nowhere offers greater potential for adventure than the great outdoors.



Role play is great in developing a child's imagination and allowing them to act out everyday situations. Social skills are developed in this area with lots of interaction and natural play.



Children engage in role play such as homes, doctor's surgery, vets, travel agents, cafe, baby nursery, builder's yard, dressing up, shop, bakery and many more. This takes place inside and outdoors.

SWIMMING

We currently offer two swimming sessions per week with qualified and experienced staff in our heated indoor swimming pool.

We believe that swimming is a skill that will help your child throughout their life and builds on their self esteem and confidence. The swimming session days and times will change from year to year due to the availability of the swimming pool.

Please note that swimming sessions are dependent on staff availability and at times on the weather.

We provide swimming jackets and floatation devises.

We ask that parents/carers please provide the following;

Swimming costume/trunks (named)

Towel (named)

Swimming nappies if needed

All in a carrier bag (named)



NAPPY INFORMATION

As we accept two year olds we understand that they may not be clean and dry, therefore we accept children who are still in nappies, but ask that you please provide nappies and wipes that are named.

MIXING WITH THE JUNIOR SCHOOL

We believe that your child should experience interaction with both older and younger pupils during their stay at the Towers Nursery.

This is an integral part of their personal, social and emotional development.

We are welcomed at special celebration assemblies and whole school activities.

The whole junior school staff know and interact with the nursery children and this can make the transition into Reception seamless.

This is an invaluable experience that we offer and the children benefit from being part of our unique junior school.

PARKING

As The Towers is a growing school, at peak times the car park can tend to get a bit busy. Your co-operation can help us keep the car park system as smooth as possible.

Nursery parents will be given a car parking permit which ensures that you may leave your vehicle to collect your child from the nursery building.

UNIFORM

Our uniform is supplied by:

Broadwater Sports

37 Broadwater Street

West Worthing

West Sussex

BN14 9BY

Phone: 01903 234589

Fax: 01903 755507

Opening Hours

0900 to 1730, Monday to Saturday

Website: www.schooljumpers.co.uk

Email: sales@bws.uk.com

Uniform for Nursery children consists of a white Towers polo shirt and Towers blue sweatshirt. Children can wear navy blue jogging bottoms, navy blue leggings or a navy blue skirt. Reception children wear school uniform as detailed in the parent handbook.

Footwear should be comfortable and laces should be avoided. Please provide named wellington boots to be stored at Nursery.

Please name all clothing and shoes.



“Every child deserves the best possible start in life, with support to fulfil their potential” - DFES 2007

We believe we offer the children the best possible start in life and Ofsted agree!
Below are some quotes from our latest report:

..Children are given inspiring opportunities to develop and progress in all areas of learning...there is exceptional partnership with parents as staff take time to develop an excellent understanding of children’s individual needs... partnerships with parents are outstanding.

Staff take account of children’s individuality to ensure innovative opportunities are provided for all children to be successful.

Excellent opportunities are provided for children to experiment and make choices.

Children are able to make excellent progress in their learning.

Children’s self-esteem is continuously being developed through support and praise, having a positive impact on their overall well-being.

A healthy lifestyle is actively promoted with daily opportunities for children to play both indoors and in the wonderful outdoor area.

Ofsted February 2010

The full Ofsted report is available on our website, under the heading inspection reports.

Contact Information

Contact details for Towers Tots Nursery and The Towers Convent School are as follows:

Tel: +44 (0) 1903 812185 Fax: +44 (0) 1903 813858

Nursery manager - Mrs Hayley Reader-Robertson

Hreader@towers.w-sussex.sch.uk

Headmistress - Mrs Carole Baker

head@towers.w-sussex.sch.uk

Deputy Headmistress, Child Protection - Mrs Anne Bowerman

ABowerman@towers.w-sussex.sch.uk

The Office

admin@towers.w-sussex.sch.uk

The Bursar

bursar@towers.w-sussex.sch.uk

Early Years Administrator

JLucey@towers.w-sussex.sch.uk

