



A place where children are inspired by a love of learning and motivated to achieve their dreams

Achieve* Inspire* Motivate*



Starting Nursery

Brierwood

Tonge Moor

BOLTON

BL2 2PF

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'At Tonge Moor, our aim is for children to achieve as they are inspired and motivated'

Our Vision Statement

At Tonge Moor we are committed to working together to provide an inspirational and exciting environment where children develop an enthusiasm for life-long learning. We believe that every child should feel happy, safe and valued so that they gain a respectful, caring attitude towards each other and the environment both locally and globally.

Welcome to the Nursery at Tonge Moor Primary Academy

As your child makes their first steps into the world of education, we would like to make this exciting time as easy as possible for both parents and children. We are all looking forward to you joining us and we hope that your child's time with us will be both happy and memorable. We want to ensure that your child gets the very best out of his/her time at nursery and feels comfortable, secure and cared for.

We hope that you will find this booklet useful. It is designed to answer some of the questions you may have about the nursery and it explains a little about what happens here. We have included some necessary reminders that will help the smooth running of the nursery and, most importantly, ensure the safety and well-being of your child.

Our Aims:

- To provide a safe, happy and stimulating environment in which all children feel capable and secure to explore, discover and learn.
- To offer to a wide range of experiences, appropriate to children's ages and individual stages of development that recognise the equal importance and interconnectedness of all areas of learning and development.
- To encourage young children to develop positive attitudes to themselves and others; inspiring confidence and self-esteem.
- To support the development of children's language skills, so that they develop into competent communicators with both their peers and adults.
- To build positive relationships with parents and carers so that we may support them in fostering the emotional, physical and social development of their children.
- To use the Early Years Foundation Stage curriculum to meet the needs of each individual through play.
- To provide parents/carers with regular information about their child's progress and development.
- To liaise with outside agencies, where appropriate, in order to ensure maximum support for your child.

Nursery is very much part of the Primary Academy and we ensure that the children in nursery take part in many of the school activities. We use the Great Hall, Nature Garden and playing field each week. We work closely with our Reception colleagues and share our outdoor area.

It is our hope that your child will enjoy and flourish within the rich learning environment of the nursery and, when the time comes, should you apply for them to move on to our Reception class they will be confident and familiar with their environment and the grown-ups they might meet.

Nursery Admission:

We offer places for eligible 2 year olds and all 3 and 4 year olds.

Your 2-year-old can get free early education and childcare if you live in England and get one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- Tax credits and you have an income of £16,190 or less a year, before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- They are looked after by a local council
- They have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- They get Disability Living Allowance
- They have left care under a special guardianship order, child arrangements order or adoption order.

All **3 and 4 year old** children who attend the nursery are funded for a 15 hour part-time place. These places will be offered to start the term after you child turns 3. They consist of five sessions per week, as a block of either five mornings or five afternoons or two full days and one half day.

Your 3 or 4 year old may be eligible for 30 hours free childcare...

Families who meet the following criteria could be eligible:

- All parents living in the household work a minimum of 16 hours a week at national living wage, and earn no more than £100,000 each per year

Or

- One or both parents are currently on maternity, paternity, shared parental or adoption leave
- One or both parents are currently on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.

Things you need to know:

- All 3 and 4 year olds will still be able to access 15 hours of free childcare, families who are eligible for this funding will be able to increase that up to 30 hours
- Eligibility checks take place through www.childcarechoices.gov.uk - you will receive a code that you need to give to the school office
- Funding starts from the term after your child's 3rd birthday, providing you have had a successful eligibility check before the start of that term

For more information please visit

www.bolton.gov.uk/freechildcare

If you are **not** eligible for free childcare,

Nursery Fees 2020/21

For 3- 4 year old children the charges are as follow:-

£5.90 per hour, £35.40 for a full day (6 hours), £177 full week (35 hours), £88.50 for half a week to top up free funding (15 hours)

For 2 years olds not coming for a full 30 hours all charges are the same as above.

For 2 year olds wanting 30 hours per week,

£5.33 per hour, £32 per day, £160 per week,

Our full-time places include dinner time. Unless your child is entitled to Free School Meals, you will need to provide a packed lunch or pay £2.04 per day/£10.20 per week for a school meal.

If your child is not yet of Nursery age, we recommend that you complete a 'Registration of Interest' form, available from the school office, so that we can get in touch once your child is eligible and a place becomes available.

Session Times:



Morning Session	Afternoon Session
9.00am – 12 midday	12 midday – 3.00pm
Full day 9.00am – 3.00pm	

If you are going to be late or are held up for any reason please contact the school office so we can reassure your child that you are on your way.

Settling into Nursery:

We understand that this is a very significant and exciting time for you and your child. It is crucial that we work closely with you during this settling in period and that we respond to the needs of your child as an individual.

It is important to remember that young children vary in the way in which they react to new experiences so do allow your child plenty of time to get used to nursery – some children may take longer to settle than others. If you have any concerns we are here to support you and we will work with you to ensure the best start for your child.

We often find it helpful that when you do leave your child at Nursery you always make sure that you say “goodbye” and tell them when you will be coming back and what you will be doing whilst you are away.

Children should not bring toys into Nursery as we have limited storage and they could end up lost or broken.

Absences:

If your child is absent from school please telephone us (Tel. 01204 328994) to tell us why. Full-time sessions have to be paid for even if your child does not attend. If you decide to change sessions and only want a part-time place please let us know straight away.

You will be given a holiday date list when your child starts nursery. If you are planning any holidays during term time please let us know.

Although attendance at Nursery is not compulsory we ask that, for the purposes of continuity and progression, children arrive promptly for the start of each session. If you do not want your child to have a place at this time please let us know.

It is so important to encourage good attendance and punctuality now because it develops good habits for a lifetime. If you have any difficulties with this, Mrs Williams, our Attendance Officer in school is available to help. Just ask the nursery staff, come to the office or telephone school to speak to her.

Illness:

We want you to send your child to nursery every day so that they develop a good routine but if your child is really unwell then they need to stay at home. If they have sickness and diarrhoea please keep them off for 48 hours after this has stopped so that they don't pass it on to other children.

If your child becomes ill or has an accident whilst attending Nursery, we will contact you by telephone. If there is no reply we will telephone your emergency contact.



It is vital that you keep us informed of any changes to your emergency contacts and all medical requirements/conditions relating to your child.

Arriving at Nursery:

***All children MUST be brought and collected by an adult.**

Children wait in the yard near the nursery door. The children are provided with a named coat peg and they are encouraged to find their name and hang up their coats themselves.

On arrival you will be welcomed by a member of staff with the register. All parents or carers MUST sign their child in on the register as they enter the nursery classroom. This is the record that will be used in the event of a fire drill.

On entry to the classroom your child will be encouraged to find their own name card and post it in the post box before they go off to enjoy the activities on offer. This provides you with the chance to settle your child into nursery and say your goodbyes. (If your child is struggling to get into a routine let us know and we may be able to help).

The main door is locked and all the children are invited to make their way to the carpet to sing our 'Welcome song' and do the traditional style of register. The same procedure happens in the afternoon.

Collecting your child from Nursery:

It is very important that parents or carers collect children on time, children can become distressed if you are late. Please let us know immediately if there is a problem. Routine lateness means we will be forced to make a charge to cover costs for additional staff member. This charge will be £5 for every five minutes beyond the end of the nursery session. Parents or Carers will be warned when lateness is causing concern and that a charge will be made on the next occasion that they are late.

All parents and carers will be asked to fill in a form to name all the people who are permitted to collect their child. Parents will also be asked to give a password to be used in emergencies if somebody else needs to collect your child and you cannot let us know.

A member of staff must be informed if children are to be collected by someone other than the person who usually comes. If we have not been told about a change of arrangements we may be unable to let the child leave nursery straight away.



Clothing:

All items of clothing need to be clearly labelled with your child's full name. The Nursery uniform is the same as the rest of school. Please see the school prospectus for uniform information.

Spare Clothes - If your child has a toileting 'accident' in nursery, we will change them and try to provide clean clothes. It would be helpful if you could provide a labelled bag containing a complete change of labelled spare clothes to keep in nursery in case of any accidents. If your child does come home in Nursery clothing, please return them as soon as possible as supplies are limited.

Toileting - It is really important that every attempt is made to toilet train your child. If they do still have accidents, please send plenty of spare clothing and wipes. If they still require a nappy, we insist on pull-ups. Any problems, please speak to nursery staff.

Jewellery - For safety reasons children should not wear any jewellery at nursery.

DoJo's - As part of our behaviour policy, we use the online 'DoJo' system. Dojo points are given to reward good behaviour etc.



Snack Time:

The children enjoy a snack of fruit and a carton of milk each day. We aim to develop a range of social skills associated with eating and to develop a positive healthy attitude towards food. All children will brush their teeth each session - you will be provided with additional information about this in the induction pack.



Once a fortnight (funds allowing) all of the children enjoy baking or making their own snack, under adult supervision. Please ensure you complete a medical information form and keep it updated; ensuring staff are aware of any food allergies your child may have developed since the form was originally completed.

Please ensure that your child does not arrive at nursery with any food or drink.

'Learning Journeys' - Keeping You Informed:

Children are observed at play throughout the year. Information is gathered in a 'scrapbook' style record which helps to inform assessments and reporting. Parents are welcome to see these 'Learning Journey' books at any time.

Your child's Learning Journey celebrates his or her experiences. Over time it will tell a story about your child, his or her learning, friends and experiences he or she enjoys with others.

Staff watch and notice each child at play because it helps us to understand and support their individual well-being and development. The more than we understand your child's interests and preferred learning styles, the more we can support them in a way that is right for them.

We really value parents and carers taking part in the creation of these unique Learning Journeys. We welcome you to share them with your child, talking about special experiences and achievements, adding family photographs and other things of personal significance. Please feel free to join us in watching out for and noting new things. So much happens so quickly! We look forward to sharing the pleasure and excitement of your child's learning.

Key Person/Talking to Staff:

In line with the EYFS Statutory Framework, every child is assigned a key person to help them feel settled as they become more familiar with the Nursery. The children spend some time with their key person each day, usually at 'Team Time' when we encourage small group conversation or listen to stories.

If you are worried about something or need to speak to someone you can speak to a member of staff when dropping off or collecting your child and we will do our best to see you straight away. If we cannot see you immediately we will make an appointment to see you as soon as possible.

Early Years Foundation Stage:

The Early Years Foundation Stage (EYFS) is how the Government and Early Years professionals describe the time in your child's life between birth and age 5. **This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes.**

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents. In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

Play is at the centre of the Early Years Curriculum. It is a child's work and we recognise that children learn best when given the time and space to explore through first-hand experiences. Our Nursery staff work together as a team and plan for children's learning and development ensuring that all areas of the Early Years Foundation Stage curriculum are covered within an interesting, stimulating and supportive environment. The children are taught directly and also have a choice of planned activities so that they are able to develop independent learning habits.



The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through seven **Areas of Learning and Development**. These are:

Prime Areas	Specific Areas
<ul style="list-style-type: none">- Personal, Social & Emotional Development- Communication & Language- Physical Development	<ul style="list-style-type: none">- Literacy- Mathematics- Understanding of the World- Expressive Arts & Design





SCHOOL TERMS AND HOLIDAYS 2020-2021

AUTUMN TERM

Term begins:	Monday 7th September 2020
Half Term:	Monday 26th October – Friday 30th October 2020
Occasional day:	Friday 27 th November 2020
Term ends:	Thursday 17th December 2020

SPRING TERM

Term begins:	Monday 4th January 2021
Half Term:	Monday 15th February – Friday 19th February 2021
Term ends:	Thursday 1st April 2021

SUMMER TERM

Term begins:	Monday 12th April 2021
Bank Holiday:	Monday 3rd May 2021
Bank Holiday:	Monday 31st May 2021
Half Term:	Monday 24 th May Friday 4th June 2021
Term ends:	Thursday 22 nd July 2021

Additional Information:

Autumn term 2021 will commence Monday 6th September 2021.