



Rollesby Primary School
with Nursery



Nursery Brochure

2024-25



learning, achieving, understanding

General Information

Rollesby Primary School with Nursery

Main Road, Rollesby, Gt. Yarmouth, Norfolk, NR29 5EH

Tel: 01493 740270

<https://caisterprimaryfederation.org/rollesby/>



Part of the Caister Primary Federation

School Staff:

Headteacher: Mrs. Catherine Barnard

Executive Headteacher: Mr. Jonathan Rice

Chair of Governors: Mrs. Tina Godbolt

Secretary: Mrs Tracy Guymer

Welcome to our wonderful Nursery!

We look forward to welcoming you to our School Nursery,
and hope your child will be very happy with us.

Young children have a natural enthusiasm for learning, and we feel privileged to share this with them. The aim of the Nursery is to encourage and build upon this by providing a wonderful opportunity for children to develop their abilities in a supportive and caring environment, where working and sharing with others is encouraged so that they are helped to become confident and active members of society.

We recognise the positive experiences which parents and carers provide for their children. Therefore, we aim to complement and build on these by forming a good partnership with you to provide a rich and varied curriculum.

Together, parents, carers and the Nursery staff can help your child to form a firm foundation for school and future life.



Our Aims

We aim to:

Offer a happy, secure, and challenging environment where each child can make progress and experience a structured yet flexible routine.

Provide the opportunity for interaction with other children and adults.

Ensure that parents are active partners in their children's learning.

Encourage children to be problem-solvers, decision makers and to be independent learners.

Help each child to grow in self-confidence, experience success and develop a good self-image by ensuring all children feel included.

Explore and develop a wide range of skills.



Meet The Team



Executive Head – Jonathan Rice executivehead@caisterprimaryfederation.org



Head of School – Catherine Barnard hos@rollesbyprimary.org.uk



Nursery Lead - Michelle Staff - mstaff@rollesbyprimary.org.uk



Nursery Assistant – Sandi Tippell – stippell@rollesbyprimary.org.uk

Parents As Partners

“The partnership with parents and carers of children receiving nursery education is outstanding.”

(Ofsted Early Years Report, 29th January 2015)

We recognise parents/carers as the first and most important educators of their child.

Each child has their own online ‘Scrapbook’, called Tapestry, which is an ongoing record of their progress and achievements. We encourage parents/carers to be involved with this, not only through reading and commenting on our observations, but by uploading their own pictures and comments of their child for us to enjoy too. This partnership creates the 'warp and weft' of the tapestry which grows as your child develops into a true keepsake of their early years.

Our setting welcomes parent/carer involvement in the Nursery. We hold ‘stay and play’ sessions, where you can meet staff, parents, and other children, and see what goes on in nursery and we invite parents/carers of Nursery children to attend all school functions and events.



Nursery Session Times

We offer morning, afternoon or full-day sessions for children from their second birthday until they start full-time school. We are a school Nursery and operate in school term- time only. Children are entitled to 15 hours of free government funded education/care from the term after their 3rd birthday, irrespective of family background or circumstance. Working parents of 3 & 4 year olds may be entitled to 30 Hours Funding. Up to 15 hours of free early years provision is available for families with 2-year-olds in receipt of certain benefits.

Confirmation of eligibility for free funding will be required before commencement for 2 year old funded places.

<https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning>

Session Charges (where payable)

Early Bird session (includes breakfast) 8.00-8.45	£4.80
AM Session 8.45-11.45	£14.65
Lunch (does not include food) 11.45-12.15	£2.50
PM Session 12.15-3.15	£14.65
Ladybird session 3.15-4	£3.60

Some of the younger children may find 3 hour sessions too long to start with so these times may be built up gradually to suit the individual needs of the child and family.

We will work with you to agree what is best for your child

Our Day

A typical day at Nursery:

8.45 - 9.00 – Welcome* & Free play

A chance to say hello, ensure everyone is settled and get on with the business of playing.

9.15 - Pre-school Circle Time

Our older children participate in a short, circle time activity.

Younger children are welcome to join in if they wish to.

9.30 - Free play

During which children can investigate, explore their own interests, and join in with adult led activities.

10.30 - Snack Time

When small groups of children at a time practice social skills, whilst enjoying fruit and milk.

11.15 - Tidy Up Time

Learning to respect our resources and environment.

11.30 - Songs, Rhymes & Stories

Our older children join together to share community time.

Younger children are encouraged to join in but may choose to continue to play.

11.40 – Time To Get Ready

Those staying get ready for lunch, whilst those leaving get ready to be handed to parents.

11.45 - Lunch time

12.15 - Welcome & Free Play

12.45 - Pre-School Activity

1.00 - Free play

2.00 - Snack Time

2.45 - Tidy Up Time

3.00 - Songs, Rhymes & Stories

3.00 - 3.15 Home Time*

*We ask that Nursery children are dropped off **after** school aged siblings,
and collected **before**.

Our Curriculum

"We do not stop playing because we grow old, we grow old because we stop playing."

The Nursery curriculum is based on the Early Years Foundation Stage document and is organised into seven areas.

Personal, Social and Emotional Development

We support children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and Language Development

Children are given opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

Physical Development

We provide opportunities for children to be active, interactive and develop their coordination, control, and movement. Children are also helped to understand the importance of physical activity, self-care and to make healthy choices in relation to food.



Literacy

We provide opportunities for children to link sounds and letters, supporting them with the initial stages of reading and writing. We use a wide range of reading materials (books, rhymes, comics, maps) to ignite their interest.

Mathematics

We provide children with opportunities to develop their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.

Understanding The World

We provide children with opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive Arts and Design

We support children to explore a wide range of media and materials, providing opportunities and encouragement for sharing their thoughts, ideas and feeling through a variety of activities in art, music, movement, dance.



We have excellent links with the wider school, which helps with transition to Reception. We use the site regularly, playing on the field, using the hall, library, climbing equipment and visiting school staff. Our older siblings and friends often come in to see us too!

In line with the school, where each class has a bird themed named, we are known as

Little Wrens.

Focus Observations

We blend 'In the Moment' planning, (capturing the *teachable moment* by recognising that children learn in an unconscious way during play), with adult led activities based on seasonal events or skills, such as cookery and phonics.

Each week we will add observations to Tapestry, based on one area of learning, and we encourage you to add your own observations and photographs.

This builds a picture of your child's learning and development.



Recording Progress

Throughout your child's time in Nursery, a record is kept of their progress and achievement. Your child will have a key person who will be responsible for ensuring their records and assessments are kept up to date.

We begin with Starting Points, completed on entry by parents. A Two Year Review is undertaken as your child reaches two and a half, and an end of year record of progress is completed as your child leaves, ready for their Reception year.

Parental involvement is encouraged and valued. We invite parents/carers to discuss their child's development. Parents/carers have the opportunity to speak to staff at drop off/ pick up, but please contact us by telephone, email, or Tapestry to arrange a longer chat.

You will have constant access to your child's online 'scrapbook', and we welcome your contribution to this, in the form of photographs or comments about things your child does outside of school, such as family events, holidays etc., as well as any achievements and learning you notice at home.

Alongside Focus observations, we will upload photos of Wow Moments – times when children have achieved something wonderful! Nursery children are also included in the 'stars of the week'. Be sure to check the weekly school newsletter.



What Does My Child Need?

A named **drinks bottle** (**flip up straw style, NOT screw top**) containing water.

ONE named bag, big enough for all items, plus the day's artwork too.
(Mid-sized rucksack is ideal)

Nappies and **wipes**, if appropriate, brought in daily.

A **complete change of clothes**, stored in bag on child's coat peg.

Comfort toy, blanket, etc., only if needed.
We discourage children from bringing toys in from home as they inevitably get lost, broken, or cause an argument!

A named pair of **wellies**, to be left at to Nursery

A named **coat**, named **hat**, and named **gloves** when the weather is cold.

A named **sunhat** when the weather is warm.

If the weather is hot sun cream should be applied before coming to Nursery.
If your child stays all day the sun cream can be left with us, and we will endeavor to reapply it after lunch if necessary.

A named, wipeable lunchbox if your child will be having packed lunch.
(We have half an hour for lunch. Please don't pack more than your child can eat in this time.)



Please ensure every item brought into Nursery is named.

Staff will write names on regularly unnamed items.

Practical Points

Clothing

Due to the practical nature of the Foundation Stage curriculum your child will be taking part in a variety of activities.

Please dress your child appropriately for messy play. ALL clothes must be named!

Please ensure shoes fit well - wellies are not suitable for general wear.



Snack

During each session snack is available for children to enjoy a range of fruit/vegetables, and a drink of milk or water. We also regularly make items such as sandwiches and pizza to eat. Please alert the staff if your child has any particular food allergies of which we should be aware.



Please can you ensure your child brings a named bottle of water every day so they can help themselves whenever they are thirsty.

Lunches

Hot lunches are available, price £2.65 each (£13,25 per week), payable on Monday mornings please, together with a note of the days your child wishes to have a meal. Meals can be paid by cheque (payable to Rollesby Primary School) to the school office, or bank transfer for the week, month, or half-term. The menu is not free. A copy of the menu is sent to parents each term, is displayed on the Menu Notice Board in school, and is available from the school office.

Children can bring a packed lunch. Nuts, or food containing nuts, are prohibited in school to safeguard children who suffer severe allergic reactions. In the interest of safety, no glass bottles and/or fizzy drinks or soup are allowed. No bars of chocolate or sweets either please!

Lunches are eaten in the school hall.



Uniform

In Nursery, children are free to wear their 'everyday' clothes or school uniform.

If you do choose school uniform the following guidelines apply:

Grey skirt/pinafore dress/trousers (blue/white check dress or shorts in summer term), blue or white polo shirt, royal blue jumper, cardigan, or school sweatshirt, white, grey or blue socks, black, blue or brown shoes, which are **sensible** and **appropriate** for running about outside.

Open-toe sandals/shoes or welly boots are not considered to be safe or appropriate.

Items of uniform with the school logo, bookbags, school fleeces and PE bags are available from My Clothing:

<https://myclothing.com>

Transitions

We have a well-established transition programme to help us get to know your child and for the transition into Nursery to be as gentle and stress free as possible. This includes a pre-visit to Nursery for you and your child, where we can get to know each other and answer any questions you may have. We offer an initial hour and a half stay 'n' play before sessions are agreed and we stagger the starting dates of new children, to ensure key staff are available to help settle the child in. We offer reduced hours, as they get used to being part of our Nursery group.

Play

The organisation, planning, teaching, and learning is based on PLAY which is crucial to the development and enjoyment of all children. In playing, children behave in different ways.

Sometimes their play will be boisterous; sometimes they will describe and discuss what they are doing and sometimes they will be quiet and reflective as they play.

Through play, in a secure environment with effective adult support, children:

Practice and build up ideas and skills.

Explore and develop learning experiences that help them make sense of the world.

Learn how to develop social skills and understand the need for rules.

Co-operate and work alongside or with other children/adults.



Other Information

What should I do...

....on my child's first day at Nursery?

We will have arranged an appropriate starting date and time, which allows your child's key carer to be available to help settle them. You are encouraged to come in and play with your child until you and they feel confident enough to separate. This may take a few minutes, hours, or days! Take whatever time you both need. There is no rush. All we ask is that adults say an appropriate goodbye to their child, and never sneak away.

...when I send money in?

Money for dinners, purchases, events, etc. should be by cheque, direct to the school office or by bank transfer.

...if my child still needs a nap?

Unfortunately, we do not have facilities for sleeping children, nor the staff to supervise them. Please speak to Nursery staff when arranging your child's sessions. If a child falls asleep during the session, we will telephone you to arrange to collect them.

...when my child is ill?

Please do not send sick children to school - we cannot look after them properly and it takes staff away from looking after all the other children. If children have been sick during the night, please do not send them to school the following day. Give them at least 48 hours recovery time. Invariably, when they are sent in too soon, we find that we have to contact parents to collect children as they are sick again.

Medicines should not be brought to school. If a course of medicine needs to be completed and the doctor has said that the child is fit to return to school, then medicine can be brought. At **NO** time should medicines be kept by the child. They must be brought to school, clearly labelled with the child's name and the dosage for that day.

A form requesting the school to administer the medicine must be completed and is available on the school website.

...when my child is absent?

Every child should attend regularly and punctually. Registers are closed at 9.30 a.m. If your child is to be absent for part or whole of the day, please notify the school before 9.30 a.m. to enable the absence to be recorded as authorised. All unnotified absences are unauthorised and have to be published in subsequent school brochures and on your children's report.

Any child arriving later than 9.30a.m. without prior notification to the school will be registered as late, which constitutes an unauthorised absence. All absence figures are collated each term and forwarded to the Government.

NB This refers more to school attendance, but we do appreciate a phone call if your child is absent from Nursery too.

....when we go on holiday?

Children have at least thirteen weeks of school holiday through the year and parents are always encouraged to take family holidays during these weeks. If parents have to take children out of school during term time an official holiday notification form must be filled in at least two weeks prior to the holiday. From September 2013, Headteachers are no longer allowed to authorize holiday during term time.

Again, this is a school policy, but it is good practice for Nursery too.

...if someone else will be collecting my child?

You must inform us if someone different will be collecting your child, in the interest of safeguarding. If we do not receive a message, we will not let your child go until we have contacted you to confirm this arrangement. Therefore, it is essential that we have your up-to-date contact and collection details.

...if I am going to be late to collect my child?

Please let us know as soon as possible, if you are going to be late collecting your child. Children who are persistently collected late will be taken to Ladybirds After School club, where a fee is payable.

...if home events are affecting my child?

Children are very sensitive to what is happening around them and may change behaviour due to life events such as pregnancy, divorce, death of a pet, etc. Whenever possible, and if you feel comfortable telling us, please keep us up to date of events that may be affecting your child.

...if I am toilet training my child?

We are very happy to support you in the process of toilet training and we have various potties, seats and low-level toilets. We will ensure all staff are aware of each child's current stage of toilet training to confirm a consistent approach. If your child does not appear to be making progress, or regresses, staff will discuss with you the appropriate next steps to take.

What's Next?

We hope our brochure has answered all your questions about our Nursery, but if we've forgotten anything, please do not hesitate to contact us!

Before starting with us, we ask that you complete a New Starter Pack, which is full of permissions and information that will help us care for your child in the best way possible.

We look forward to welcoming your child into our Nursery at Rollesby and we aim to make their learning experiences happy, productive and, above all, fun!

We can't wait for you to come and join us!



Safeguarding & Child Protection

Rollesby Primary School with Nursery is committed to promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the Norfolk Local Safeguarding Board if we see signs which suggest that one of our pupils may have been a victim of abuse.

Use of the procedures in this way is an obligation placed on the school by legislation and in no way infers that any parent/carer is being accused of wrong doing.

We are committed to the safeguarding and protection of all children in the Nursery. We expect all staff and volunteers to share this commitment. All staff have been trained in safeguarding and all students and volunteers are also briefed.

Our safeguarding policy is available to read.

Our staff adhere to this policy completely, as they are required to do by law.

Your Notes & Questions