



Nursery Handbook

2024-2025



Dear Families,

This booklet has been written to help you and your child settle in to our Nursery.

At Sky Primary & Eden Project Nursery, we are more than aware of the important role that families have to play in the education of their children. We believe that, by building strong links between home and Nursery/School, we can work together to give your child the best possible start in their education.

We offer:

- ◆ A nature inspired curriculum
- ◆ Learning beyond the classroom
- ◆ Real life and relevant learning opportunities
- ◆ A sense of place in our local area and globally
- ◆ A unique partnership with the Eden Project

We can only achieve all this with your support.

Please read this booklet carefully and keep it in a safe place for future reference. We hope it answers the questions you may have and provides you with ideas of things to do with your child.

We look forward to working with you.



Emma Vyvyan
Headteacher

Who will be caring for my child in Nursery?

Our Nursery class team consists of two qualified Early Years Practitioners.



Nikki Dedman
Higher Level Teaching
Assistant



Suzanne Gumbrell
Higher Level Teaching
Assistant

One of the Nursery team will be allocated as a **Key Person** for your child. A key person approach is a way to ensure that all children and families have one person within the setting with whom they have a special, nurturing relationship. The presence of a key person helps the child to feel emotionally secure when away from home and provides a reassuring point of contact for families.

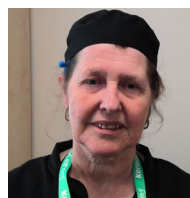
Our School Administrator will also be available to support with any medical needs, funding queries, and the smooth running of the Nursery. We also have two General Kitchen Assistant who collect and serve the lunches to the children every day. Plus, Miss Tilbury is our Wrap Around Care Assistant who will be looking after your child in the Stay & Play (after-school club).



Heather Johnstone
School
Administrator



Jade Tilbury
Wrap Around Care
Assistant



Julie Rossiter
General Kitchen
Assistant



Laura Lal
General Kitchen
Assistant

What time does my child start and finish Nursery?

Lantern Class times (Monday to Friday term time only):

Wrap-around care (morning)	8am – 9am
Morning Session	9am - 12pm
Afternoon Session	12pm - 3pm
Wrap-around care (afternoon)	3pm – 5.30pm

We are legally obliged by Ofsted to close for 5 inset training days each year. We will notify you in advance of these closure days.

Which entrance should we use?

Please drop off and collect your child from the Yurt, Ms Dedman will greet you and collect your child. However, if your child is staying beyond 3pm, please collect them from the school's main entrance. We will only let your child leave the Nursery when we have seen you or your nominated person to pick up.

It is really important that you turn up on time for your child's session.

On occasions, your child may be upset at the start of the day and not want you to leave. If this occurs, it is always best to leave him / her in the care of the Nursery staff who are very experienced at dealing with such situations. In the vast majority of cases, your child will quickly settle to their activities. However, we understand that such situations can be upsetting for families. If, after leaving your child, they are still upset, please don't worry as we will call you if there are any problems.

What do I need to do if my child is absent from nursery?

Every Child in School, on time, every day, learning ready'

If absent due to illness, please...

- ◆ Phone the school office on the day between 8:40am and 9:30am or alternatively you can use the MyEd app to record any absences.

If we have not received a message, we are required to phone you to ensure your child's safety.

If your child needs to attend a medical appointment, we would ask that you try to make routine appointments outside Nursery hours whenever possible. However, if as a result of a specific medical appointment, your child is going to be absent during the Nursery day, please let us know in advance.

Please also advise us of any absences due to family holidays in advance.

Here is a quick information guide regarding medical matters:

- ◆ Any sickness, diarrhoea must be followed by 48 hours absence from the last bout of illness.
- ◆ Any absence requires a note or telephone call explaining why on first day of absence and every day they are absent. If they are poorly, rest at home is best.
- ◆ Head lice are common! They like clean hair just as much! Please check regularly, treat as recommended and ensure long hair is tied back.
- ◆ Any medicines can be administered by prior arrangement through the school office.
- ◆ Head injuries / bumps - a member of staff will phone home.

What will my child be learning about during their time at Nursery?

We take pride in creating an exciting learning environment through purposeful practical activities. We also take great care in providing a wealth of opportunity both inside and out for children to explore and investigate the world around them. We have **Explore and Learn** time every day in our meadow/tipi and around the Eden Project where we can get really close to nature. Through art, singing, stories and imaginative play, we provide activities that help us to develop your child's ability to listen, observe, make friends and enjoy learning experiences.

We offer:

- “ A nature inspired curriculum
- “ Learning beyond the classroom
- “ Real life and relevant learning opportunities
- “ A sense of place in our local area and globally
- “ A unique partnership with the Eden Project

We aim to develop skills, knowledge and behaviour for learning detailed in the following framework and have detailed some of the guidelines so you can see what your child will be learning. Full details of these guidelines can be found on the Government website using this link [Development Matters](#).

Communication and Language

- ◆ Enjoy listening to longer stories and can remember much of what happens.
- ◆ Use a wider range of vocabulary.
- ◆ Use longer sentences of four to six words.

Physical Development

- ◆ Continue to develop their movement, balancing, riding, and ball skills.
- ◆ Choose the right resources to carry out their own plan. For example, choose a spade to enlarge a small hole they dug with a trowel.
- ◆ Use one-handed tools and equipment, for example, making snips in paper with scissors.

Personal, Social and Emotional Development

- ◆ Select and use activities and resources with help when needed.
- ◆ Play with one or more other children, extending elaborating play ideas.
- ◆ Be increasingly independent in meeting their own care needs.

Literacy

- ◆ Develop their phonological awareness
- ◆ Engage in extended conversations about stories, learning new vocabulary
- ◆ Use some of their print and letter knowledge in their early writing.

Mathematics

- ◆ Say one number for each item in order:1,2,3,4,5
- ◆ Talk about and explore 2D and 3D shapes
- ◆ Talk about and identify the patterns around them.

Understanding the World

- ◆ Use all their sense in hands-on exploration of natural materials.
- ◆ Explore how things work.
- ◆ Understand the key features of the life cycle of a plant.

Expressive Arts and Design

- ◆ Take part in simple pretend play, using an object to represent something else even though they are not similar.

- ◆ Play instruments with increasing control to express their feelings and ideas.

We also provide children with Spiritual, Moral, Social & Cultural experiences and teach our British Values.

- ◆ Children learn by exploring and structured play as well as by adult-led activities. They need practical, real experiences in order to explore, question and find out.

What practical things should my child be able to do for him/herself?

We know that all children are different and develop at different times. However, the following information gives you an idea of the main things we hope your child will be able to do for themselves, so that they are ready to start school.

They should be able to.....

- ◆ Use the toilet properly
- ◆ Wipe their nose
- ◆ Wash and dry their hands
- ◆ Dress and undress
- ◆ Put on their shoes
- ◆ Put on their coat; attempt to fasten their coat
- ◆ Communicate their needs
- ◆ Use a knife and fork as best they can
- ◆ Respond to their name and simple instructions.

If you help and encourage your child to be able to do these things, it will give them great confidence and a real sense of independence.

What will my child need for Nursery?

All Weather Clothing

The children will go out in all weathers so please send your child to nursery with the following items: waterproofs, wellies, hats, gloves and scarves, plus named suncream.

Footwear

Shoes/trainers that encourage independence e.g., Velcro fastenings are recommended.

Coats

When buying a coat for school, please be aware of how easy it is for your child to fasten. Children who fasten their own coats at nursery are very proud of themselves.

Change of Clothes

Please provide your child with a complete change of clothing including socks and pants for those 'just in case' moments.

Sun Safety

During the warmer months, we will teach your children about the importance of keeping safe in the sun. There is some shade on the school site, and we will encourage children to cover up whilst outside. We would ask for your support in this by sending your child to school with sunscreen applied and with a sun hat.

Water

The regular drinking of water in school is encouraged. Research has shown that children are able to concentrate more effectively when they have regular drinks to avoid dehydration (even when the weather doesn't seem warm). Please do not send your child with any juice.

Nappies

Please provide the nursery with a supply of nappies and wet wipes (biodegradable) for your child.

What about break and lunchtimes?

Snack: We have 2 snacks each day, one school provided snack in the morning and a snack from home in the afternoon. Please send one small snack to school with your child each day. This can be fruit, vegetables, or cheese either a piece or in a small pot which is named. Please do not send chocolate snacks.

Milk Scheme: free (subsidised) milk is given to all children under the age of 5 and any children receiving free meals.

Lunch times – Plastic-free lunches

Hot meals are provided by Charlestown school and delivered to Sky ready for lunch at 12pm. The cost of these meals is currently £2.65, and these meals can be booked via the MyEd app.

We have registered our pledge to become a plastic free school with Surfers Against Sewage. We want to develop our 'learning beyond the classroom' approach across **everything** we do. One of our actions is to support each other with **plastic free packed lunches**. Ideas for plastic-free lunches will be shared via our newsletter on a weekly basis. Please send your child with a healthy packed lunch and please do not use any single-use plastic items. However, re-usable plastic is okay.



How can I become more involved with nursery life?

Family Volunteers

We welcome help in School/Nursery from families. For example, hearing readers (in school), art and craft activities and school trips.

Please note that in order to help in Nursery/School you need to complete an application form and provide two references (character ones only). We also carry out a confidential police check for regular volunteers as a standard safeguarding practice. If you are interested in volunteering, please contact the school office.

Friends of Sky

The Nursery/School has a strong fund-raising group of parents and friends who support our initiatives. All parents on joining the Nursery are automatically eligible to be part of the Friends of Sky. Parents can become helpers at events throughout the academic year or become fully involved in the committee by putting themselves forward for election at the annual general meeting.

Also, Friends of Sky have 2 informative social media groups in relation to the school/nursery: a WhatsApp group and a private Facebook group. Lots of information is shared in both groups: school reminders, local events, and get-togethers with the children and their families. They are also a space where you can ask questions and contribute with any events or ideas you may have yourself. If you would like to join either group, please contact the school office and we will put you in touch with the organisers.

Local Governing Board

There are a number of family representatives on the Local Governing Body. Opportunities to become a parent governor may arise throughout the time your child is with us. When vacancies arise, families are informed and invited to put themselves forward.

Any Other Questions?

You can always contact the school office or look on our website for more information.

We very much look forward to working with you, for the benefit and well-being of your child.