



Welcome to Horspath Nursery

Information & Welcome Pack

c/o Horspath Primary School
Blenheim Road, Horspath
Oxford OX33 1RY
Tel: 01865 87 67 50
Email: horspath@hotmail.co.uk
<http://www.horspathnursery.org.uk>

Horspath Pre-School Nursery is a registered educational charity (No. 1030364)

Contact Details

Horspath Pre-School Nursery
c/o Horspath Primary School
Blenheim Road
Horspath
Oxford OX33 1RY
Tel: 01865 87 67 50
Website: www.horspathnursery.org

The Staff

Jo Emmerson – Supervisor
Carol Yeates – Deputy Supervisor
Traci Fletcher – Nursery Assistant
Anne Bowley – Nursery Assistant
Joanne Horne – Nursery Assistant
Amanda Hudson – Nursery Assistant
Andrea Phasey – Nursery Assistant
Karen King – Administrator

The Committee

Chairperson – Liam Dempsey
Treasurer – Karen King (resignation pending)
Places Secretary – Sally Smith
Minutes Secretary – Steph Daas
Fundraising – Cynthia Milne, Sue Cooke
Grants – Nicole Grazier, Rachel Lygo

Opening Hours

Monday – Friday 9am to 11.30am
Monday – Friday 12.30pm to 3pm
Lunch Club – Monday to Friday, 11.30am to 12.30pm

Daily Timetable

9.00 Morning Welcome

Parents/carers are welcome to come in, look around and help to settle their child.

9.05 Registration/Calendar/Story or Topic

Parents/carers usually leave at this point as the group prepares to start the day.

9.20 Morning Activities

Children choose from a wide variety of activities. Inside the nursery there is a language, maths and art activity, as well as role play, construction and computers. Outside activities include sand play, bikes, role play in the play house, ball games and use of adventure playground.

10.15 Tidy Up Time / Toilet / Handwashing

Children are encouraged to help tidy the nursery so that they begin to understand that equipment and toys should be cared for and looked after.

10.30 Snacktime

Children are offered a variety of fruit, cheese, crackers and raisins at snack time. They drink water or milk. Staff and children sit together during this time, encouraging children to develop manners and understand the importance of healthy eating.

10.45 Outside Activities

11.15 Music time

The children gather on the carpet to round off the day with singing followed by our goodbye song.

11.30 Home time

11.30 – 12.30 Lunch Club

Those children staying for Lunch Club are given the option to play in or outside before lunch. The children bring a packed lunch and eat it together. Lunch Club is open to both the morning and afternoon children.

12.30 Afternoon Register

The children meet together for register and story time. The afternoon activities are introduced.

12.45 Afternoon Activities

Children choose from a wide variety of activities. Inside the nursery there is a language, maths and art activity, as well as role play, construction and computers. Outside activities include sand play, bikes, role play in the play house, ball games and use of adventure playground.

12.45 Activities

In the afternoon the older children usually focus on maths, language and art activities, preparing them for school, and further developing their knowledge of numbers and letters.

1.45 Tidy Up Time / Toilet / Handwashing

The children are encouraged to help tidy the nursery so that they begin to understand that equipment and toys should be cared for and looked after.

2.00 Outside Activities

2.00 Snack Time

As in the morning, Children are encouraged to help tidy the nursery so that they begin to understand that equipment and toys should be cared for and looked after.

2.45 Music and Goodbye

The children gather for a final time on the carpet to sing and collect any pieces of work to go home.

3.00 Home Time

Parents/carers arrive to collect their children.

About Our Nursery

Horspath Pre-School Nursery is situated in the grounds of Horspath Primary School next to the main building. It has its own separate and well equipped outside play area and we are allowed to use many of the school's facilities including the hall and outside adventure playground. The Nursery employs a high ratio of staff to ensure the children attending the nursery are given an excellent start to their formal education.

The curriculum is planned carefully to provide a wide range of exciting play opportunities and to develop basic skills and the knowledge necessary for a smooth start into school. The staff teach the children in small groups and spends much of the time working with the children on a one to one basis. This ensures that activities are tailored to meet children's individual needs and gives opportunities for each child to be supported and extended where appropriate. The Staff also assess the children regularly so that they can quickly identify areas where children need extra help or show particular strengths which can be encouraged.

Our nursery offers education and care for children over the age of 2 ½ years.

The Nursery Committee

Horspath Nursery is a registered charity, overseen by a committee of elected parents who help to run the Nursery by keeping the accounts, maintaining the premises, allocating places and fundraising.

The Committee often changes every year as children begin or leave the nursery. In order for the nursery to continue to run it needs as many parents as possible to get involved and help with its running, by either standing on the committee or helping in other ways such as fundraising. There are regular meetings that are advertised in advance on the notice board. Please come to these meetings and offer your support and ideas.

It is especially important that parents attend the AGM held in July; because the charitable trust status of Horspath Nursery at least ten parents must be present at the meeting.

General Committee roles and duties include:

Chairperson – Overall responsibility for the running of the nursery

Treasurer – Responsible for nursery finances

Places Secretary – Allocation of Nursery places

Minutes Secretary – Taking of minutes at committee meetings
Fundraising Committee – Raising money for the Nursery

Pre-School Learning Alliance (PLA)

Horspath Nursery is a member of the PLA. This organisation ensures that we are constantly in touch with new thinking in the field of childcare and education. We receive monthly magazines offering practical advice and up to date information, and have access to a range of professionally produced publications.

The PLA also provides training for both staff and parents. Information about this is available upon request.

Funding and extra sessions

Government funding for five sessions per week is available for all three and four year olds, applicable the term after turning three.

For children attending more than five sessions per week, and for those children not eligible for funding, the cost per session is £8.50. Lunch Club costs £3.00.

Bills are sent out termly.

Families' financial circumstances and those receiving benefits will be taken into consideration when applying for a place. Please discuss with the chairperson.

Every child over the age of 3 years at the beginning of the term will be entitled to 5 funded sessions each week over a 38-week year.

Terms and Conditions of enrolment

Holidays and Sickness

If you take your child out of nursery during term time, the fees for the whole term must still be paid. This also applies to any extra sessions booked.

Late Fee

Invoices are issued termly with 3 different methods of payment. A £5.00 per week charge will be added to these invoices after the payment deadline.

Withdrawing a child from Nursery Enrolment

Should you wish to withdraw your child from enrolment in the nursery, four weeks written notice must be given, and all the fees must be paid up to date. This includes children who are leaving to go to school.

Policies

The nursery complies by law by having policies which are regularly reviewed and updated. All new parents are shown a copy of the policies document, and we ask that they return the acknowledgement form enclosed to say that they have read and understood them. A copy of these policies is placed on the table in the cloakroom by the entrance. Any comments or suggestions regarding the policies are welcomed. A complaints book can also be found in the cloakroom.

Equal Opportunities

We aim to provide equality of opportunity for all members of our group, including those with special educational needs.

The high staff to child ratio allows us to work closely with all the children and pay special attention to those who may require it.

We work in close liaison with many professionals across the board, and operate in accordance with the statutory Codes of Practice.

Training

Staff at the nursery are well qualified and experienced. In addition, they have training in Child Protection, First Aid, Special Educational Needs, Equal Opportunities and various other early years' issues.

Record Keeping and Key Worker System

The nursery staff keep regular records of the children's development through observation and one to one activities. Notes are recorded in the 'participation books' covering all the areas of learning. In addition, all children are given a key worker when they start nursery; this member of staff will keep a special eye on them and help them to get used to the routine. This member of staff will also complete the child's Foundation Stage Profile which is filled in gradually during the time he or she is in the nursery and then sent on to his or her Primary School. The Profile records what the child can do in each of the six areas of the curriculum.

The Profiles are kept in the office, but are accessible to parents at any time and you are welcome to make comments or help staff complete the different sections. Please ask your child's key worker if you wish to see your child's Foundation Stage Profile.

There is a list on the notice board of key workers and the names of the children they are responsible for.

Appointments with the Head Teacher/Key person

If you would like to discuss your child's care, and your query is fairly brief, please come into the nursery at the end of the session to have a chat. However, if you would like a longer discussion, please make an appointment with the appropriate person at a time suitable for you both.

Curriculum

Horspath Nursery curriculum is based on **curriculum guidance for the foundation stage** published by the Qualification and Curriculum Authority and used until the end of the Foundation Stage (formerly known as the Reception Year). This curriculum folder is now used by most Early Years practitioners and divides learning into six areas (see below). In addition it highlights the 'footsteps' along which each child progresses towards the Early Learning Goals. We keep these learning objectives in mind when activities in the nursery.

Within the group, all the children are supported in learning at their own pace and our key person system enables the staff to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities, we offer a curriculum, which enables children to progress towards early learning goals.

If any parent would like to borrow a copy of **Curriculum guidance for the Foundation Stage**, please ask any member of staff.

Communication, Language and Literacy

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking, listening and responding to stories, songs and rhymes.

Children are helped to understand that written symbols carry a meaning, to be aware of the purposes of writing, and when ready, to use drawn and written symbols themselves.

Opportunities to do this are always available – notebooks during role-play, writing books and freely available paper for any purpose. A well stocked book corner gives every child the opportunity and encouragement to become familiar with books, to be able to handle them and understand that they can be used as a source of reference and for story telling.

Personal, Social and Emotional Development

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self – respect. They are encouraged to co-operate and share with children and adults in the group, as well as to play independently.

Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity to take responsibility for themselves, as appropriate, as well as the property of the other children and adults in the group.

The children have daily circle time where thoughts and feelings, achievements and celebrations can be discussed and shared.

Mathematics

By means of both adult led and child initiated activities, children become familiar with sorting, matching, ordering, sequencing and counting, which form the basis for early mathematics.

As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use mathematical language including shape names, position, size, volume and number. Songs, games stories and picture books help children become aware of number sequences, and we provide a wide range of mathematical games and activities for the children to help them use and develop their mathematical skills.

Knowledge and Understanding of the World

A safe and stimulating environment allows the children to observe and experiment with a range of natural and manufactured materials. They learn to recognise differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and

understanding their environment, both within the group and also in the wider community. They learn to respect other people, and expect to be respected themselves.

An array of safe and well maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

The topic for each term also extends children's awareness and understanding of the world. Recent topics have included Growing, Travel and Transport and Homes and Houses.

The Children cook regularly. We also celebrate different festivals from around the world and encourage children to recognise and respect cultural differences.

Regular nature walks around Horspath and the use of Schools wildlife area give the children first hand experience of what is happening around them.

Physical Development

A range of equipment and opportunities, both indoors and out, allows children to develop confidence in the uses and development of their own bodily skills. A high level of adult supervision enables children to create and meet physical challenges safely, developing increasing skill and control in moving, climbing and balancing. At the same time, children are helped to develop the fine motor skills they will need to use tools such as pencils and the handling and manipulating of small objects, for example, puzzles. We have access to the school hall and gym equipment and also the adventure playground, as well as our own play area equipped with slide, playhouses and large sandpit.

Children are also encouraged to develop awareness of their own bodies and how to stay healthy.

Creative Development

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings in two and three dimensions. Art equipment which enables them to do this includes paint, glue, crayons, chalks, junk modelling, fabric etc. These provide open-ended exploration

of colour, shape and texture and the development of skills in painting, drawing and collage.

Children join in with and respond to music and stories, and there are many opportunities for imaginative role-play. The role-play area changes its focus regularly, often linked to the theme for the term; recent examples include a shop, hairdresser's salon, vet's surgery, kitchen, office and restaurant. Daily singing and music sessions teach the children a range of songs and sounds for their own enjoyment and for performances such as Christmas, Harvest and other holiday festivals or celebrations.

Leaving Your Child in the Morning

We usually begin the day with register, which is taken sitting together on the carpet. We chat, look at books, find our name cards and write our names while waiting for all the children to arrive, and then begin by saying 'Good morning' to everyone. After this we talk about the day, date and weather, exchange interesting news and listen to a story. Parents are welcome to leave at any time, or they may wish to stay until informal activities begin. If you wish to leave and your child is unsettled, please tell a member of staff and we will do our best to make things easy as possible. We will phone if your child remains upset. It is always best to let your child know that you are leaving.

Parent Helpers

We like to have a parent helper each session. This helps us give the children more individual attention. The parent helper duties include supporting children with activities when they need help, and helping with the clearing up and preparation of snack.

Parent Help is also a good opportunity for parents and carers to see what happens at the nursery and to share the experience with their child. Grandparents, childminders and close relatives are all welcome to do parent help. Please sign your name on the rota on the notice board.

Lunch Time

Lunch is between 11:30am and 12:30pm. Children bring their own lunchbox, and we would suggest that it should not contain sweets. Children who are not staying for the afternoon sessions may stay for lunch until 12:30pm. This costs £2.50 and must be signed up for at the beginning of the term.

Fruit

Snack consists of milk or water to drink and platters of fruit, raw vegetables such as carrots, cheese, crackers, and raisins. Please contribute to the fruit bowl by bringing two pieces of fruit or vegetables per week for the children to share.

Please let staff know if your child has any food allergies or special dietary requirements.

Starting Nursery

A child that is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than others so please don't feel too worried if your child takes a while to settle.

The Places Secretary will arrange a visit for you and your child prior to starting nursery. It would also help staff to understand you child and the settle him or her more easily if you would complete the form at the back of the welcome pack. We ask that parents/carers sign up for nursery sessions at the beginning of term and do not change these days during the term as this makes invoicing parents very difficult.

In order to feel free to explore and experiment with all kinds of materials including messy ones, it is best to send your child dressed in clothes that are easily washed or not too new! We have Horspath Nursery T shirts and sweatshirts if you would like to buy them, available in pink and blue.

It would also be helpful if your child has practised the skills which will make him or her independent and self-confident before coming to nursery. These Include putting on and fastening coats and shoes, and going to the toilet independently. Simple clothing that enables children to do this would be most suitable. On Tuesday mornings the children do gym in the school hall so will need to wear comfortable and suitable clothing.

We hope that your child's time at Horspath Nursery will be a happy and productive one.

If you have any queries or if we can be of any help please contact the staff or committee members at any time.

If you would like your child to attend Horspath Nursery, then please complete and return an application form as quickly as possible to the address below.

Thank you.

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