



MANOR INFANT SCHOOL
& NURSERY

'Valued as Individuals,
Inspired as Learners'



Parent's Handbook



On behalf of the pupils, Staff and Governors, we would like to welcome you and your child to Manor Nursery.

We believe that the positive partnership between home and school will support your child's first years of 'life-long learning' at Manor.

This information booklet has been produced to help you get a better understanding of what we have to offer.



About our Nursery

Manor Nursery is based in a building at the main entrance of Manor Infant School encompassed by a well-designed outdoor play area for the children to free flow between in and out of doors in all weathers.

Aims

- To provide 40 places for Nursery aged children, with 8 places for children aged from 2 years to 3 years and 32 places for children aged from 3 to 4 years.
- To be flexible within our capacity in order to respond to the child and parents needs for nursery provision.
- To serve the local community

Objectives

- To develop the whole child through providing a stimulating and accessible learning environment which is carefully planned to meet the needs and interests of all children.
- To work closely in partnership with parents, families, staff and children involving a 'two-way' communication to support the children's well-being and learning.
- To provide interest led activities following the EYFS requirements and principles, through rich experiences, play and sensory activities.
- To ensure a smooth transition to infant school by providing a fun, early years' curriculum which children thrive to learn.

Staffing Ratios

- We maintain the ratio of adults to children in our setting that is determined by the statutory framework of EYFS. These ratios are 1:4 for children 2 yrs and 1:8 for children over 3 & 4 year olds.

The Nursery consists of:

- A Nursery Leader (line manage nursery staff, oversee the provision regularly, ensure planning and provision is of the highest standard, organise staffing ratios).
- Nursery practitioners (Key workers)
- The nursery provision will also be overseen by an Early Years teacher who will monitor the planning and provision, model best practice, train staff, report back to the headteacher and the Senior leadership team of the school.

Working closely with families

We strive to ensure that the 'home-learning' environment is supported by practitioners who encourage parents to understand early learning and to extend opportunities at home.

At Manor nursery we value the fact that you know your child better than anyone. We provide every opportunity for families to be involved in their child's learning and nursery experience through;

- Initial home visits
- Meeting and greeting at drop off and pick up times.
- Offering termly meetings to share your child's next steps from Nursery and home.
- WOW moments recognised at home and brought in to share with staff and the other children.
- Sharing your own special interest with our nursery eg.. playing an instrument
- Parent evenings twice a year.
- Regular newsletters

The 2 year olds will have their own key person.

There will be 2 key workers between the 2 year olds.

Key workers will be responsible for at least 6 children aged 3-4 years old.



Getting started

2 year old funding

If your child is two years old and you're in receipt of certain benefits or are a working family on a low income you may be entitled to some free childcare.

If you receive a place, your child can start their free childcare the term after their 2nd birthday. Funding will continue until your child becomes eligible for free early education the term after their third birthday.

If eligible, your child will receive up to 15 hours of childcare per week, for up to 38 weeks of the year.

3 and 4 year old entitlement funding

The term after a child's third birthday they become eligible to the government free entitlement funding. This funding pays for up to 15 hours a week for 38 weeks of the year. It will run for the allocated number of weeks per term. All children entitled to this funding will receive a letter each term outlining the dates funding is available. These times are allocated as either morning or afternoon sessions.

5 x 8:30 am - 11:30 am or 5 x 12:15pm - 3:15pm or
a combination to make up full days.

Your child may also be eligible for **30 hours of free childcare** as there is an additional 15 hours available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. **Please ask for more information.**

If you are not eligible for the free childcare or you would like additional sessions, each session will cost £13 and this fee will be reviewed twice a year.

Invoices will be sent out the first week of the half term and payment is due 7 days after receipt of the invoice. If this date falls on a bank holiday or weekend, payment is required the working day before.

Payment can be made by cheque (payable to Manor Infant School, bank transfer (ask staff for details) or cash (please ensure you have the correct amount, and it is checked and receipted by the office staff).

If a place is not available immediately, there is a waiting list. The minimum amount of sessions is 2. If you wish to withdraw your child from Nursery, four weeks' notice is required in writing. **There will be no refunds if your child does not attend the nursery.**

My child's first day

Manor Nursery is open term time only from 8:30am-11:30am and then 12:15pm-3:15pm Monday to Friday for 38 weeks a year. The Nursery will be closed on Bank Holidays and Inset Days.

We believe that you and your child will feel happy, secure and comfortable with Manor Nursery's atmosphere and ethos after your visit.

Settling in to Manor Nursery

We welcome you and your child to visit the nursery, where you can stay and play with them for up to 30 minutes. This way they see you relaxed and confident with the staff in their new setting. You and your child are welcome to do more frequent visits if you wish to do so.

The next visit your child may stay for a short time on their own where they have an opportunity to explore their new environment and build a relationship with their key person before starting nursery.

Following these visits your child will hopefully be more confident and ready to start with us.



My child's first day

Your key person will greet you. Once your child is settled into nursery, a quick calm exit is better for the child although we appreciate this can be a difficult time for you all. A phone call is always encouraged so that we can pass on how your child is settling in. The Key person will always contact you if they feel your child is finding their first day too unsettling.

Please bring a bag with a change of clothes (We do lots of messy activities).

Please bring nappies, wipes, nappy sacks and cream (according to the age of your child).

We have milk and water to drink whilst your child is at nursery. We also have fruit which will be available at the snack bar during the session.

We look forward to sharing your child's experience at nursery when you come to collect them.

Uniform

The nursery colours are navy as the main colour for cardigans and jumpers. These can be purchased from the school office. Just as many people dress appropriately for their work so we would like children to dress correctly for nursery and feel that nursery uniform should be worn. This gives the children a sense of belonging to a community.

Girls and boys	Navy sweatshirt Jade polo shirt
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Staff Training

Our aim is to develop and update staff needs to continuously enable us to develop as a nursery providing high quality care. In order to ensure that our nursery team consistently extend children's learning, they will continue to take part in regular in-service training, as well as professional training organised by the School through the Local authority. The staff will continually receive training by a highly experienced Early Years teacher and will be encouraged to observe other outstanding practices across the city and beyond.

The Early Years Foundation Stage

The Early Years Foundation Stage has seven Areas of Learning. These Areas of Learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three Areas are called the Prime Areas:

- Communication and Language;
- Physical Development;
- Personal, social and Emotional Development;

The four Specific Areas, through which the three prime areas are strengthened and applied are :-

- Literacy;
- Mathematics;
- Understanding the World;
- Expressive Arts and Design.



Learning in the Foundation Stage takes a variety of forms and is carefully planned to incorporate these Areas of Learning.

Communication and Language

Involves giving children opportunities to experience a rich language environment, to develop their confidence skill in expressing themselves, and to speak and listen in a range of situations.

Physical development

Involves providing opportunities for young children to be active and interactive and to develop their coordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, social and emotional development

Involves helping children to develop a positive sense of themselves and others to form positive relationships and develop respect for others. I will also involve developing social skills and learning how to manage their feelings to understand appropriate behaviour in groups and to have confidence in their abilities.