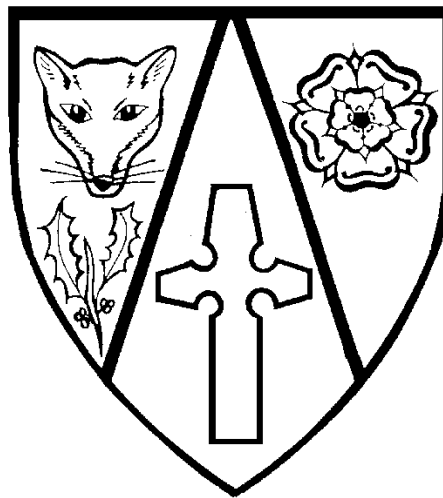


Little Hollies Nursery  
Deanery C.E. Primary School  
Fox Hollies Road  
Sutton Coldfield,  
West Midlands  
Tel. 0121 351 6615



## Nursery Induction Booklet

## **Induction**

This booklet gives you the information you need to help your child settle quickly and happily into Nursery. We undertake a staggered intake over the period of two weeks; this is to ensure that the children familiarise themselves with the environment, each other, and the teachers, whilst in a small group. Please refer to the induction information on the enclosed sheet for more details.

## **Session Times**

Morning session (funded hours) 9.00am until 12.00noon  
(Please see additional information for Extended Services provision)

Nursery starts at 9.00am, when the Nursery doors will be opened and your child welcomed into school. This is a busy time of day and staff request that any queries and messages are received by the main office administration team, who will be happy to deal with your requests. The doors will be open between 9.00am & 9.15am for drop off and between 12 noon & 12.15pm for collection.

Should you arrive late for Nursery, please take your child to the main school office, where you will be asked to sign them in. Office staff will then deliver your child safely to Nursery.

## **Collection from Nursery**

If you are collecting your child at 12.00noon or 3.30pm, please collect from the Nursery door. If your child is booked for Extended Services after 3.30pm, your child will need to be collected from the Foxes Club entrance.

A Collection Consent Form is included in your pack. Please complete this to indicate which adults are authorised to collect your child. If you wish anyone other than these authorised adults to collect your child, please inform your child's teacher, in writing.

## **Uniform**

Boys            Grey trousers (long or short)  
                  White polo shirt (with optional embroidered school logo)  
                  Red sweatshirt with embroidered Nursery badge  
                  Grey socks  
                  Black school shoes

Girls            Grey pinafore dress/skirt/trousers  
                  White polo shirt (with optional embroidered school logo)  
                  Red sweatshirt with embroidered Nursery badge  
                  White socks or grey tights  
                  Black school shoes  
                  Summer dresses

PE Kit            Black shorts, white tee shirt, black pumps

## **EACH ITEM OF CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME**

In order to become independent, children need to be able to take off and put on their shoes themselves. Children are required to wear Velcro-fastening black shoes with non-slip soles and a good tread. Open-toed sandals or 'jelly' shoes are **not** to be worn for safety reasons.

No jewellery is to be worn, with the exception of small stud earrings. For Health and Safety reasons, these must be removed on the day that your child has PE.

As long coats can get caught in bicycle wheels, we recommend that children wear a short coat for Nursery. Please do not attach gloves with elastic or string.

Uniform displaying the school badge is available from Clive Mark Schoolwear at Boldmere (11-13 Boldmere Road, Sutton Coldfield B73 5UY) or Uniform Hub, Castle Vale Enterprise Park, Unit B3, Park Lane, Birmingham B35 6LJ

### **Drinks and Food**

Milk and fruit are provided in Nursery.

### **Communication**

It is essential that you complete the enclosed Pupil Information Form. This information is used in the event of an emergency and any changes should be notified to the school office.

We try to keep you informed about everything that is happening in school. A newsletter and other school letters are sent out at least once a fortnight. We have tried to become as paperless as possible, so the newsletter is sent via email to your preferred email address. If you still require a paper copy, please obtain one from the school office. Nursery letters are sent when necessary directly from the Nursery staff. We send out weekly information sheets to inform you about the curriculum and topics. All information, wherever possible, is sent on a Thursday.

**Website** [www.deanery.bham.sch.uk](http://www.deanery.bham.sch.uk)

We have a detailed website, which is regularly updated. All newsletters, school information, menus, current news etc. are posted on here. Please use our website and twitter to keep up to date with everything happening at school.

### **Text Messaging/Emails**

These are a great means of communication and we use these facilities to remind and inform you about events. Please ensure we have your current mobile phone number and email address.

### **Absence**

Please contact the school office by phone or email by 9.15am on the day of your child's absence. If you wish to take your child out of Nursery during school time please complete a Request for Leave of Absence during Term Time, which is available from the school office or the school website.

### **Key Person**

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, when we encourage small group conversation or listen to stories.

### **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 five. 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 2021 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most.

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

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

### **Medicine**

It is our policy to support as fully as possible any child who has a long-term medical problem, such as asthma, including helping where necessary by administering medication. However, we cannot undertake to administer cough mixtures, painkillers or antibiotics for minor medical conditions.

If essential, **medication only** will be administered at 12.00noon. A Request for Administration of Medicine Form (available from the school office and the school website) must be completed and signed by the parent. The staff do not accept any responsibility and all details regarding medication are included in our "Administration of Medicines Policy". Alternatively, you are welcome to come into school at lunchtime to personally administer the dose for your child. Please ensure that school is aware of any medical conditions that your child has.

### **Toileting**

There is an expectation that all children are able to use the toilet independently and, unless there is a specific medical condition, should not be in nappies or pull-ups. We appreciate that children may have an accident from time to time, which will be handled in a supportive and sensitive manner by members of staff, who will assist your child in changing. If your child does soil themselves and is very distressed, or unable to clean themselves adequately, parents will be contacted to collect their child and asked to change them before returning them to nursery.

Schools are not expected to toilet train pupils. Therefore, unless a child has a disability, as defined through legislation, it is expected that parents/carers will have trained their children to be clean and dry before they start in FS1 (school nursery). Please refer to Gov.uk Intimate Care Policy.

## **Cooking**

This is part of our weekly timetable and is related to the topics covered each half term. We ask parents to kindly contribute to the cost of this; £30 for the year.

## **Parents, Teachers and Friends Association (PTFA)**

A very enjoyable way of helping the school is by supporting the PTFA, who organise many fundraising activities and social events. The PTFA is always seeking enthusiastic committee members or parents who are willing to 'lend a hand'. If you are interested, please ask at the school office where staff will be able to put you in touch with a committee member.