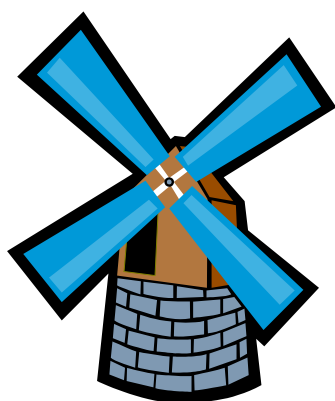


# **Colton Primary School**

## **Nursery Prospectus**

### **2023/24**



# Welcome to our Nursery

We welcome you and your child to our nursery. We recognise this is a special time and we know it will be a happy one. We will do all we can to make the transition from home to school as smooth as possible. The aim of this prospectus is to help you to learn more about our nursery. If you have any queries, the staff will always be pleased to help.

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## **Admissions to nursery**

Please note the following criteria will be used when offering places for Colton's Nursery where demand for places exceeds the number of places available.

### **Priority 1**

Children identified as 'in need' for example, safeguarding needs or SEND. Parents should discuss any issues with the management team and the management team will always take advice from social workers or medical professionals regarding admission.

### **Priority 2**

Children with a brother or sister attending Colton Primary school or nursery. (For these purposes, brothers and sisters must be living at the same address as the child who is applying. Siblings refer to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister).

### **Priority 3**

Children who have a parent/carer employed by **Red Kite Learning Trust at Colton**. (In order to fulfil this requirement, the member of staff must fulfil either or both of these circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.)

### **Priority 4**

Children of parents who have a 30 hour code up to 15 children. The Government has set out the eligibility criteria for an additional 15 hours free early education. For a 30 hours place, you will need to check your eligibility and apply for a unique code which we will require to secure your place. You can apply for the code from 16 weeks before your child's third birthday. You will need to confirm your eligibility every 3 months in order to keep your place.

You can apply over the phone or online at: <https://childcare-support.tax.service.gov.uk/>

### **Priority 5**

Children living closest to the school (as measured using Google maps)

Most children will attend nursery for 15 hours per week as part of the free entitlement, this can be taken over 5 mornings or 5 afternoon sessions. Alternatively, children can attend over two and a half days - these will either be all day Monday and Tuesday and Wednesday morning or Wednesday afternoon and all-day Thursday and Friday. We also offer 30-hour places which is Government funded, however we do charge for childcare at lunchtime which is £2.50 per day.

If we have space available there is an option for parents/ carers to pay for extra sessions. We have place for 26 children per session. The cost for extra sessions is £15 for a half day or £29 for a full day.

Please note that a nursery place does not automatically entitle your child to a place in school. You will need to apply for a school place on the leeds.gov website from November. Please visit the leeds.gov website or click the link below to see the admissions guidelines.

<https://www.leeds.gov.uk/schools-and-education/school-admissions/apply-for-a-primary-school>

## Nursery Information

|   |   |
|---|---|
| <b>Address:</b> Colton Primary School<br>School Lane<br>Colton<br>Leeds LS15 9AL<br><b>Telephone:</b> (0113) 264 7514 |   |
| <b>Nursery Timetable:</b>   |   |
| <b>Morning</b>  | 8.45 am to 11.45 am   |
| <b>Afternoon</b>  | 12.15 pm to 3.15 pm   |
| <b>Full Day</b>   | 8.45am to 3.15pm<br>Please note for full day sessions there is a small charge to cover the lunchtime period of £2.50 per day. This will be invoiced termly. |

The nursery is open during normal school term times, except:

- a) One week in September for home visits.
- b) Emergency closures, eg snowy weather.
- c) School non-pupil days / training days.

You will be given a timetable for the coming year when this is available from the school office. If in doubt, please ask.

## The Nursery Team

Our nursery team consists of:-

**Nursery Teachers** -Mrs Becky Nelson, Miss Roxana Nistor and Mrs Laura Kellett

### Nursery aims

- To create a caring, safe and stimulating learning environment in which each child is able to develop skills, concepts and attitudes, and gain knowledge.
- For each child to develop socially, emotionally, physically and intellectually to his/her full potential.
- To develop each child's ability to communicate and create through a variety of media.
- To provide equal opportunities for **all** children, including those with disabilities.
- To develop each child's ability to appreciate and respect the views, actions and creations of others.
- To develop independence and a sense of responsibility.
- To prepare each child for entry into school.

### Early days: visits and settling in

**The home visit:** a home visit is arranged so that your child can meet us in familiar surroundings and is very informal. It also provides an opportunity for you to get to know us, and to talk to us in confidence about any concerns you may have. This will take place in July.

**Nursery visits:** You are welcome to visit us in nursery with your child for a stay and play session. This allows you and your child to become familiar with the nursery environment and routines. So that your child can receive your full attention it will be helpful if you can arrange for younger children to be cared for by someone else on this occasion.

Please bring with you the following:

- Your child's birth certificate
- The all about me form will be given out on the home visit.

### **Settling in**

Your child's first day at nursery can be a very emotional one for you all! The staff recognise this and are there to give you the support you need. All children are different and respond in different ways; some are ready to be left almost immediately, whilst for others it is a longer process. Please try to stay until your child is happy to be left, and always say goodbye to him/her when you leave.

### **The nursery day**

#### **Morning routine:**

We try to encourage children to be independent when coming into nursery. To support this your child's coat peg, tray and space on the water bottle shelf will have their name on and a coloured shape. This will help them to recognise their own name and to know where their belongings go. Please bring a water bottle (with water only) and suitable outdoor clothing daily, we will go outside in all weathers. A bag with spare clothes can be kept on your child's peg in case we need to change them.

#### **Free-flow play:**

Your child is now free to choose to learn in any of the activity areas provided. This method of working is called free-flow play and allows children to follow and develop his/her own interests and learning.

In each area children are able to choose from a wide range of carefully selected resources. These are well organised and clearly labelled so that the children are able to tidy them away after use. By doing this child learn to be independent and to be responsible for their environment. They also practise sorting and matching skills.

There are also specific activities available during the session. These may include music, mathematical and language games, observational artwork and educational visits. Information about our focus topic can be found in our half-termly newsletter and on our website [www.colton.sch.uk](http://www.colton.sch.uk)

## **Milk and snack:**



Milk or water and fresh fruit or vegetables are currently provided for every child free of charge. We try to provide a variety of fruit and vegetables for our snack table to encourage children to taste new foods.

## **Lunchtime:**

Children can either bring a healthy packed lunch or order a school dinner at lunchtimes. Lunch is eaten in the school hall.



## **Big Picture:**

Once all the children have arrived, we sit together on the carpet and discuss the focus and the routine for the session. This is explained through the visual pictures on our whiteboard which we call the big picture.

## **Group Time:**

Just before the end of the session we all gather together as a group. This is a time for listening and learning together, for stories, songs, games and discussions.

## **Move to Include:**

Children have the opportunity to join in Move to Include sessions weekly, these consist of games and activities designed to develop



children's personal, social and emotional skills and also supports speaking and listening skills. Through Move to Include sessions the children learn many of the personal and social skills needed for Circle Time which takes place throughout the rest of the school.

### **Phonics:**

We will play lots of games to develop children's listening skills. As the year progresses, we will start phonics sessions. We will introduce letter sounds from the Read, Write Inc scheme which is used in school. The children are taught the letter sounds not the letter names.

### **Going home:**

When you come to collect your child, a member of nursery staff will be waiting at the nursery door to greet you. We will send children out one at a time. **It is essential that we know who will collect your child. If there is a change in your usual arrangement you must inform a member of the nursery team and give the person who is picking up your child your 'pick up password'. We will never, under any circumstances, allow a child to leave with an unauthorised person.**

## Curriculum and activity areas

We provide the following activity areas:

**Sand and Water:** By filling and emptying a range of graded



containers, children begin to understand the concepts of capacity, weight, balance and flotation. They develop fine motor control and also play imaginatively, creating their own worlds with sea creatures, dinosaurs and other small world items.



### Clay and dough:

These malleable materials allow children to develop manipulative skills. They make and change a variety of solid shapes and divide and share out quantities. Later they may begin to create models.



**Technology:** Here children investigate the use of a variety of modelling materials such as card, fabric, paper, plastic and natural materials, joining them together using a range of fastenings. They learn to plan, carry out and modify their ideas.



**Art:** This area offers a variety of different kinds of paint for children to explore. They learn paint mixing techniques, making primary and secondary colours, shades and tints.



In order to develop their creativity, children need time to explore and investigate. They do not necessarily make representational pictures or models. It is vital at this stage that children gain confidence in these areas and are given support and encouragement to develop their own ideas.

**Construction:** Young children need first-hand experience of solid shapes to understand how they work. They learn to build strong structures and explore the concepts of balance and symmetry. Children work co-operatively, exchange ideas and combine "small world" toys such as animals, vehicles and people.



**Mark making:** From initial marks to emergent writing and drawing children are encouraged to explore all media including pencils, pens crayons, pastels and chalk. They are encouraged to initiate their own ideas and work independently. Staff will support them by building confidence and helping them to practise and improve skills. If your child is beginning to write their name, please support them in using a Capital letter for initial letter then lower case letters for the rest e.g. James.



**Reading:** We provide a rich variety of fiction and non-fiction books. Children are encouraged to look at books alone, with friends or with an adult, to talk about stories and pictures, and to re-tell stories from memory. We have a well stocked library from which children can choose books to share at home.

**Role play:** Imaginative play in the home corner encourages co-operation and social skills, as children organise themselves into different roles. It is in this area that staff can assess the child's awareness and understanding of her/his environment.

**Maths:** Playing with a range of sorting and counting equipment, and number games helps to develop children's understanding of numbers and the relationships between them.

**ICT/ computing:** We have i pads and an interactive whiteboard with a range of educational programs



which are available to children daily. We also have a 'roamer' and 'Beebots' which we use regularly. All of these resources support children's learning as well as helping to develop their ICT skills.

## The "outside classroom"

The outside area is essential to the provision of a broad and balanced curriculum. It offers the same learning opportunities as those inside, but in a different context, such as construction on a large scale; wet



sand instead of dry; office; role play and mud kitchen.

Gross motor skills are developed, and children learn to use equipment safely, to share and take turns.

The area is available to all children



throughout the session except in the most extreme

weather conditions where we will remain under the sheltered area.

## Clothing



Please dress your child in practical, washable (preferably old) clothing. Many activities offered are very messy, and although we provide aprons, paint, glue etc can get onto clothes. The outdoor area can be very dirty and muddy, especially in winter, and in such conditions, we ask you to provide

your child with wellies. It is also essential that your child wears sensible shoes which they can fasten themselves with a non-slip sole, **no lace up shoes please.**

Please can you ensure all your child's clothes are labelled with their name particularly hats, gloves and coats.

## **Behaviour management**

In accordance with the school's policy on this issue, we praise and encourage positive behaviour. We discuss unwanted behaviour with individuals concerned, and, if circumstances require it, with yourselves. If you require more information, please refer to the school prospectus or talk to a member of staff.

## **Educational visits**

Occasionally we may take the children out into the local area on visits to support work done in the nursery. For these we rely on your help- a ratio of 1 adult to 2 children ensures that every child has a grown-up hand to hold. We will always ask for your written permission to take your child on these excursions; without this s/he will be unable to go.

## **Absence from nursery**

If your child is absent from nursery due to illness, please let us know as soon as possible by telephoning the school office.

If you are taking a family holiday, please inform us in writing before you go.

## **Special educational needs**

We are very proud to be an inclusive nursery; we welcome all children. If your child has a special educational need, please make sure you speak to the class teacher or Karen Weddle our SENCO to ensure the provision in nursery meets their needs.



## **School security**

We have a safe, completely enclosed outside area, and a main door which cannot be opened from outside. The nursery staff secure the nursery area just after the beginning of each session. After this time, access is available via the school's main entrance.

**Please do not use the school car park at any time, but park considerately on School Lane and use the pedestrian gate into school. PLEASE DO NOT PARK ON THE ZIG-ZAG LINES.**

## **Health and safety**

The nursery operates under guidelines set out in the school's health and safety policy. Please refer to the school's prospectus.



## **Not happy?**

Our first concern is the happiness of your child. If you have any worries at all, however small, about any aspect of your child's life in nursery, please come and talk to us straight away. We are here to help you.

## **PTA**

As a nursery parent you are automatically a member of the school PTA. The association's members work hard to raise a lot of money to enhance the education of all children, including those in nursery. You will be kept informed of their activities through regular newsletters, if you would like to know more, please see any member of the nursery staff.

## **Nursery volunteers**

When your child is happily settled into nursery, you may like to come in and help during the nursery session. Young children benefit greatly from interacting with interested adults. This means talking with the children about what they are doing, joining in their play, asking questions and giving them support and encouragement.

There are many other ways in which your help will be much appreciated; such as joining us for outings, cooking, or saving and donating boxes, buttons etc. If you feel you can help in any way, please have a word with us.

### **Monitoring and reporting on progress**

To help us assess each child's learning and development, we observe the children regularly as they work in different areas of the nursery. These are put onto our online observation tool - Tapestry, which you can access once we have registered you.

As a parent we welcome your contributions to your child's learning which can be posted on Tapestry. Any interests or activities your child is interested in please let us know so we can develop and support their learning in nursery. If there are any changes in family circumstances which could affect your child's learning, please let us know. This information also helps us to improve our provision and to plan relevant activities.

At the end of your child's time with us you will receive a written report of his/her progress and achievements, a copy of which will be sent to your child's next teacher.

We hope you find this information helpful. The nursery staff will be happy to discuss any aspect with you in greater depth.

We look forward to welcoming your child into Colton nursery and working together with you to ensure that they achieve their full potential 😊

