

John Bear's Nursery



Information for
Parents and Carers



Welcome from the Executive Headteacher

Introduction from the Head of School

John of Gaunt Infant and Nursery School is a warm, caring and inclusive school where we strive to be innovative and creative in the way we present the curriculum to our children.

Ofsted praised the children's enthusiastic attitudes to learning and judged relationships within the school community as excellent. We aim to work closely with our parents building on our home-school partnership.

Our staff are dedicated and enthusiastic, keen to ensure that the children experience a positive, happy and fulfilling time with us at John of Gaunt.

We are proud of our ethos which is often commented on by parents and visitors. John of Gaunt is a truly special place.

I look forward to working in partnership with you.

Clare Toplis



I am thrilled to welcome you to John of Gaunt Infant and Nursery School as Executive Headteacher of the Aylsham Learning Federation (ALF).

Our partnership is all about getting the very best for all of our children. It is designed to ensure that school leaders and teachers can focus on what's most important of all; improving teaching and learning in every classroom, and ensuring that our children feel safe, secure and happy in their learning. It also helps us to be able to prepare children well for key transitions in their education such as starting Reception or moving up to junior school. By working together we are able to create a stronger, richer and more exciting education for our children and for their families.

The slogan of The Aylsham Cluster Trust (TACT) is, "It takes a whole community to educate a child". We hope that you will choose to become part of our vibrant, caring and thriving learning community.

Duncan Spalding





Welcome to John Bear's Nursery

We look forward to getting to know you and your children.

Our Nursery is a purpose built building situated in the grounds of the main school. The Nursery has its own separate entrance which can be accessed from the Norwich Road by car or on foot, or on foot from the main school entrance on Hungate Street. There is a path that leads from the main school to the Nursery and also one from the Norwich Road pedestrian gate. The Nursery has its own fenced off, all weather outdoor area, along with access to the main schools woodland area and field space.

Our Aims

We aim to create a safe, secure and happy environment where children enjoy learning.

We encourage their independence and development of individual skills through a curriculum based on their interests and play.

We hope that the time spent at John Bear's Nursery will be happy and rewarding for you and your child.

Organisation

Session Times

All children are entitled to 15 hours free Nursery provision. If you are working you may be entitled to 30 hours free Nursery provision. You will need to access the childcare choices website <https://www.childcarechoices.gov.uk/> to check your eligibility and to access a code which Nursery will need to be given in order to claim the funding.

Session 1	Session 2	Session 3	Session 5	Session 6
7.30 - 9.00	9.00 - 12.00	12.00 - 3.00	3.00 - 4.30	4.30 - 6.00

Term Time only offer (38 weeks a year)

For the term time only offer you can attend Nursery for a minimum of 15 hours on a funded basis or for 30 hours if you are eligible for the extra hours.

For 15 hour places these can be taken either as:

5 mornings 9.00 - 12.00

5 afternoons 12.00- 3.00

Mon, Tue 9.00 - 3.00 and Wed 9.00 - 12.00 or

Wed 12.00 - 3.00, Thur, Fri 9.00 - 3.00

We can then offer (subject to availability) further hours at a chargeable rate as follows.

Session 1	Session 2	Session 3	Session 5	Session 6
7.30 - 9.00	9.00 - 12.00	12.00 - 3.00	3.00 - 4.30	4.30 - 6.00
£9.75	£19.50	£19.50	£9.75	£9.75

'The flowers of all tomorrows are the seeds of today'

A Chinese Proverb



Organisation

Opening Hours

Monday 7.30 am - 6 pm

Tuesday 7.30 am - 6 pm

Wednesday 7.30 am - 6 pm

Thursday 7.30 am - 6 pm

Friday 7.30 am - 6 pm

We are open 50 weeks a year

Closed

All Bank Holiday

2 weeks for Christmas

Registration Fee

If you are accessing a 15 hour place at Nursery a £15 registration fee is required to be paid upfront to secure your child's place. This fee includes a John Bear's Nursery t-shirt, book bag and learning journey.

If you are accessing a 30 hour place at Nursery a £30 registration fee is required to be paid upfront to secure your child's place. This fee includes a John Bear's Nursery t-shirt, book bag and learning journey. £10 will also be deducted from your first invoice.

All year round offer (50 weeks a year)

For 15 hour Nursery places that you would like to stretch across the whole year this is calculated as 11.4 hours per week that is funded and you would need to pay for the additional 3.6 hours to make up the minimum 15 hours placement each week. Fees are charged at £6.50 per hour so the additional cost each week would be £23.40.

For 30 hour Nursery places that you would like to stretch across the whole year this is calculated as 22.8 hours per week that is funded and you would need to pay for the additional 7.2 hours per week to make up to the minimum 30 hours placement each week. Fees are charged at £6.50 per hour so the additional cost each week would be £46.80

All day Sessions

For children who are staying all day for a minimum of 3 days a week there is a reduced daily rate of £55 per day. Your funded hours will be deducted from this before the balance is worked out.

Meals

We are able to provide Breakfast, lunch and tea at Nursery and these are charged as follows:

Breakfast 50p per day

Hot Lunch cooked by NORSE £2.20 per day

Snack tea £1.00 per day

Alternatively you may choose to provide your own food for the day. Breakfast can be cereal and milk or bread that we can toast. Lunch and tea will need to be packed up and include a drink. As a healthy eating school we would like to encourage you to send your child in with suitable food (no fizzy drinks or sweets please).



Starting Nursery

Activity Fee

50p per day

This provides your child with a healthy snack and also craft, playdough, painting and other activities

Payment of Fees

At the start of every term you will need to complete a claim form for your child's funded hours.

At the start of every half term we will give you an invoice showing how much your child's fees are. The invoice will show how much your total bill is minus your child's funded hours.

Fees can be paid by direct debit, cash or cheque.

Clothing

All children who come to John Bear's Nursery will be provided with a t-shirt for them to wear to Nursery each day. Additional t-shirts can be purchased from.... Please choose appropriate clothing to wear with their t-shirt which is comfortable but practical and has easy fastenings. We have lots of fun at Nursery and so sometimes we get a bit messy!

Each child has their own peg and shoe basket with space for welly boots on the shelves.

Please make sure that you label all items of clothing clearly, including boots and shoes

To encourage independence we recommend Velcro plimsolls for indoors and preferably no lace-up shoes for outdoors.

Please provide a complete set of spare clothes for your child, including socks. These can be kept in a bag on their peg.

We use our outdoor area all year so please ensure that your child has appropriate outdoor clothing

Drop in Sessions

We offer a drop in session nearing the end of the term before your child is due to start Nursery. This lasts for about an hour, providing an opportunity for you and your child to stay together and explore and become familiar with the Nursery environment.

Home Visits

These are made during the last week of the term before your child is due to start Nursery. This is an opportunity to share information or concerns and ask questions about the beginning of your child's school experience. It is also an ideal time to play and talk with your child so that they become more familiar with us whilst comfortable in their own environment. Please don't worry or feel the need to spring clean for our visit! Our focus will be on how we can best help your child to settle into Nursery happily.



Story Sack Library

In Nursery we run a Story Sack Library twice a week. You can help your child select a story sack at the beginning of the morning session or at the end of the afternoon session to take home and enjoy. These can be signed out in and then given to a member of staff to check back in.

Daily Routines

Coming In

First help your child to find their peg and encourage them to hang up their coat and change into their indoor shoes. The indoor shoes can be kept in their shoe basket.

Next help your child to find their name card to self register.

Then look on the table with your child to help find their diary and share the daily diary task together. This is an opportunity for you to be involved in your child's learning whilst encouraging them to contribute in the diary too.

Snack Time

During each Nursery session we stop for a snack. A drink of water or milk is offered and a selection of fruit and vegetables. Sometimes we have some toast or cheese and crackers or even something new to try! We are always keen to make and try new foods, often linked to our learning.

Water is available throughout the sessions so the children are encouraged to pour their own drink whenever they are thirsty.

Home time

At the end of the session the door will be opened by a member of staff and you will be invited into Nursery to collect your child. Please be on time to pick up your child to prevent any upset.

Your child will be given a book bag so please choose a book to take home and share. Stories are a valuable and enjoyable way for children to develop, even just looking at and sharing the pictures provides a rich learning experience.



John Bear's Nursery

Diaries

We love to read what the children have been doing at home over the weekend and during holidays in their diaries. If you notice your child has learnt a new skill or has done something for the first time, please share this with us in their diary. E.g. Doing their zip up on their coat, counting 5 or 10 objects, recognising a familiar word.

Links with the main school

We are part of the main school, sharing strong links including events such as our Christmas performance and our Easter hat parade and other activities and resources.

Friends of John of Gaunt (FoJoG)

As a new parent you are automatically a member of FoJoG and we look forward to welcoming you to meetings and events. These are great opportunities to help fundraising for the school, but also to make friends with other parents, so do please come along.

EYFS

We are part of the Early Years Foundation Stage (EYFS) of education for children aged from birth to five years.

We work closely with the Reception class, as EYFS, and plan special themed days together to provide fun and inspiring learning experiences and opportunities for the children to become familiar with the Reception classroom(s) and staff.

Information on the Nursery Curriculum is displayed in the entrance in termly newsletters.

We provide an enabling and stimulating environment that encourages children to explore and develop their Independence. Our planning is led by the children's interests and based on the three prime areas of learning

Personal, Social and Emotional Development

Physical Development

Communication and Language

And on four further specific areas of learning

Literacy

Mathematics

Understanding

Expressive Arts and Design

Learning Journeys

We keep an ongoing 'Learning Journey' for each child over their time in Nursery. This includes observations, photos and examples of their creations and work. These show evidence of their progress and celebrate each child's achievements. We regularly share the Learning Journeys with the children and you throughout the year and welcome your contributions to them.



John Bear's Nursery

Communication

You will receive regular whole school newsletters via email or paper form and also a termly Nursery letter. John Bear's Nursery has it's own Facebook Page 'John Bear's Nursery - Information for parents' where official information is posted. Our school website is regularly updated with news, photos and important school dates.

If there is anything that you feel that Nursery need to know about your child on a daily basis then please speak to a member of the Nursery team.

Additional information

Please inform us of any medical needs and allergies. Medicine can be given with the child/carers consent for asthma and other exceptional cases.

If your child has sickness or diarrhoea please keep them at home for at least 48 hours following the last episode.

For safety reasons we ask that no jewellery is worn in Nursery. If ears are pierced then stud earrings are allowed.

Please ring the school office to let us know if your child is going to be absent for a session.

Make sure you inform us beforehand if somebody else is picking up your child. We keep a list of responsible adults authorised to collect each child and will not let them go with anyone else unless we know.

For everybody's safety please ensure that you close the main Nursery door properly when you leave.

Equipment

Please ensure that your child has all their shoes, clothes and their book bag at Nursery each day.

In addition please provide Nursery with any nappies, pull ups and wipes needed for your child in a named bag.



Safeguarding

All educational establishments are required to adhere to the statutory guidance as outlined in Working Together to Safeguard Children (2015) and Keeping Children Safe in Education, DfE (2016) and to follow Norfolk Safeguarding Children Board procedures in order to safeguard and promote the welfare of children. In doing so, schools are expected to consult the Norfolk County Council Multi-Agency Safeguarding Hub (MASH) if they believe there is a possibility that a child may be suffering from abuse or neglect.

At John Bear's Nursery we are committed to safeguarding and promoting the welfare of children and require all staff, volunteers and visitors to share this commitment.

If you have any concerns about the welfare or safety of anyone at John Bear's Nursery the Designated Safeguarding Leads are:



Mrs Clare Toplis
Senior
Designated
Safeguarding
Lead



Mrs Hannah
Simpson
Alternate
Safeguarding
Lead



Miss Becky
Buller
Alternate
Safeguarding
Lead

Please contact one of these members of staff via the main school office.

