

Welcome to Helen Gibson Nursery School 2019-2020



HELEN GIBSON NURSERY SCHOOL

North Lane, East Boldon, Tyne & Wear, NE36 0DL

Telephone 0191 5196846 Fax 0191 5193404

Email: info@helengibsonnursery.co.uk

Website: www.helengibsonnursery.co.uk

Executive Head Teacher:

Mrs J Parker
(Bphil, GTP in Early Years Education)
Designated person and lead in Child Protection

Teacher:

Mrs M Dixon
(BAHons, PGCE in Early Years and Primary Education)
SENCO and Deputy in Child Protection

Senior Educational Practitioner

Mrs Y Seeley
(Diploma in Education)

Nursery Nurse:

Mrs W MacDonald (Part Time)
(Nursery Nurse Examining Board)
Diploma in Nursery Nursing)

Teaching Assistant:

Miss J Riley
BTec in Early Years Education

Teaching Assistant:

Miss C Pirie

Teaching Assistant:

Mr S Farrer

Teaching Assistant:

Miss Wastle

Teaching Assistant:

Miss Wadey

Secretary:

Mrs A Howard
Person to direct any queries to

Supervisory Assistants:

Mrs Harion / Mrs P Stobbs
Mrs W Waim / Mrs Gaudie

Caretaker:

Mr W Hood

Education Authority:

South Tyneside

Chairman of Governors:

Mrs E Thompson

Vice Chairman:

Miss Lucas

Parent Governors:

Miss Linkletter
Miss Lucas
Mrs C Brice

Teacher Governor:

Mrs Dixon

Welcome

Dear Parents/Carers

We would like to welcome you and your child to Helen Gibson Nursery, part of the Early Years Nursery School Alliance. We strive to establish good liaison between home and school right from the beginning. As parents you have already been your children's teachers and know your child better than we do, we therefore find it most beneficial for us all to work together in partnership. We have produced this booklet to provide you with more information about your child's nursery education. If at any time you have any problems you wish to discuss with us please ask – we are here to help!

Parents are very welcome to come into the nursery at any time, but if you wish to speak to the executive head teacher it is best to check that she is available; as there are times when she is away from the building attending meetings, or working at her other school.

Once the children have settled into the nursery routine we do welcome parental help; a notice requesting help will be put up on the notice board in the cloakroom – please look out for it!

We are looking forward to a happy year of working together.

Yours sincerely

All the nursery staff



AIMS AND ETHOS OF THE SCHOOL

At Helen Gibson we strive to provide a stable, happy and stimulating environment which will facilitate a smooth transition from home to school for both parents and children.

We aim to offer the children opportunities which will enable them to develop those skills which are required for effective learning; thereby allowing them to develop to their full potential.



In order to meet the needs of each individual child we aim to: -

Provide love and security

Encourage the development of self esteem, a sense of achievement and self confidence

Give the opportunity for the child to express feelings and to cope with fears, worries and difficult experiences

Develop an awareness of the needs and rights of others

Provide an environment where children can develop their own identity without racism or prejudice

Provide opportunities for children to make choices and direct their own learning

Encourage independence and a sense of responsibility

Encourage learning through "hands on" experience

Encourage creativity and use of imagination

Promote communication skills

Develop concentration and listening skills

Develop language and reasoning skills

Develop spatial awareness

Develop manipulative skills / hand eye co-ordination



ADMISSIONS

Most of our children are accepted into nursery in the September of the year during which they have their fourth birthday. Children are admitted to nursery according to the following criteria when over subscription occurs:-

Looked after Children

Children with Special Educational Needs

Children with additional professionals involved

Proximity of parental home residence to school



PROGRAMME OF INTRODUCTION TO NURSERY

January / February:-

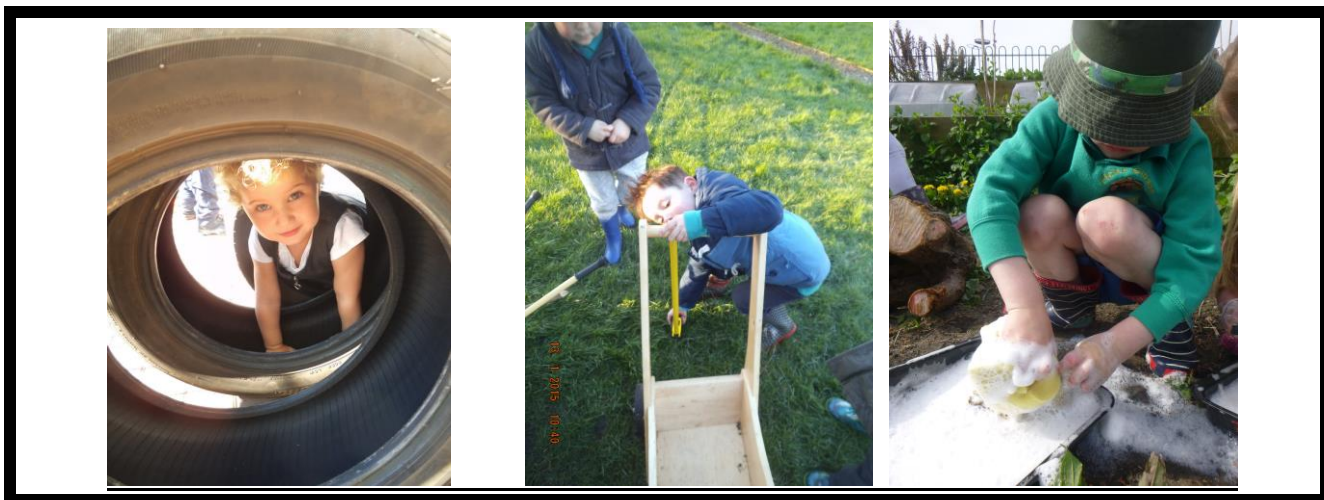
Letters of allocation are sent out.

June:-

Children and parents are invited to visit the nursery whilst the present nursery children visit their new infant schools. On this occasion parents will be provided with detailed information regarding the children's entry to nursery in September.

September:-

Children will receive a home visit from staff members to ensure that the links between home and school start immediately. This also allows your child to get to know us in a familiar environment. Over the next few weeks we stagger the children in so that we can spend quality time getting to know your child before they come for their full allocated time.



PREMISES

Helen Gibson Nursery is a nursery school which caters for children between the ages of two and four years. It is purpose built and opened in September 1989; it is a light, airy building which provides a pleasant environment for all. The building consists of a conservatory, kitchen, carpeted area, creative area with non-slip flooring, three group areas, one staff /training room, two offices, adult toilet, children's toilets and a disabled toilet and a utility room. We also have a log cabin called the Lodge for our youngest children. The outdoor area consists of a block paved patio, soft safety play surfaces with slide, a shelter, a large sand box, planters, gravel pit, water play, and a considerable grassed area, part of which is sloped. The variation in the outdoor area allows for the development of many different types of play and learning.

ORGANISATION

We operate on a 1:13 ratio which is recommended by the Department for Education for nursery classes. In our Lodge we use a 1:4 ratio for our 2 year children and 1:8 for our rising 3's.

Due to the nature of our curriculum the children do spend an amount of time working in groups. At Helen Gibson Nursery School the children are split up into groups with an appointed key worker.

Our children attend mornings, afternoons or 2 ½ day sessions and 30 hours.

Please Note we do not provide hot meals anymore at Helen Gibson Nursery School. If your child is here for a full day they must bring a packed lunch.

THE EARLY YEARS FOUNDATION STAGE CURRICULUM

The Early Years Foundation Stage is a phase of education for children from the age of 0 – 5 years.

The Foundation Stage consists of seven areas of learning and development: -

Prime Areas

Personal, social and emotional development.
Communication and language
Physical development

Specific Areas

Mathematics
Understanding of the world
Creative development
Literacy

The seven areas of learning and development provide a framework for the early year's curriculum.



Areas of Learning and Development

The Areas of Learning and Development establish expectations for most children to reach by the end of the Foundation Stage, but they are not a curriculum in themselves. Staff use 'Early Years Outcomes' and the EYFS to plan a curriculum based on the seven areas of learning. By the end of the Early Years Foundation Stage, some children will have exceeded the goals whilst others will be working towards them.

At Helen Gibson Nursery we have the resources to enable the children to engage in "child initiated learning" activities within the seven areas of learning and development. Child initiated learning occurs when materials are made available and accessible to the children; it occurs when children can experiment with materials within the activities they have planned or chosen (with adult support when needed). The element of choice is important as all children are individuals with different interests and

experiences and they all develop at different rates. Children choose resources and activities which interest them.

APPROACH TO LEARNING AT HELEN GIBSON NURSERY

At Helen Gibson Nursery we have an approach to learning which encourages children to learn at their own pace in an ordered and stimulating environment through activities that they plan or choose themselves, and also through teacher-initiated activities which have been carefully planned for them. The staff reflect daily on what they have observed the children doing and build on this the following day to ensure every child meets their full potential in a fun and exciting way. The aim of this approach is to encourage children to become self-reliant, independent and confident decision makers.



We feel that this approach gives young children an excellent start in education, delivering a rounded curriculum which takes into account their individuality, and which develops them in every area, including personal growth, physical and social skills in a structured learning environment. We believe that the children benefit greatly from the stability of an ordered day.

The nursery is divided into some defined areas, however we aim to ensure that maths, reading and writing is everywhere. Areas are well equipped and clearly labelled. Print, hand written words, pictures and photographs are all used for labelling throughout our school. There are many variations of print all around the nursery.

We are very fortunate to have sufficient appropriate resources for all our children, which are all available to them and accessible for them. They can obtain what they need easily, know where to find what they need, and where to put things back at tidy-up time.

The children have a variety of experiences and places to work; they can choose to use any of the areas in the nursery, and may work on their own or with other children. We operate a free flow system which allows children to be inside or out at any given time. If children have a preference all staff ensure that they plan to encourage children to develop in all areas of learning no matter where they choose to play. The areas are constantly reviewed and improved, and resources are checked regularly. Staff in the nursery work as a team, planning ahead at regular staff meetings, daily reflections and discussing ideas for improvements.



THE DAILY ROUTINE

We have a structured day, to which the children soon become accustomed. We believe that this gives the children stability in the nursery environment, which is very important at their age.

Children enter nursery through the conservatory door. We begin the day with hello time. Children then have a large group time and then plan what they would like to do during work time.



Half way through the session the children stop and go to their key worker groups where they participate in a planned group time activity. At this point we also have milk and snack.

FOREST SCHOOL

We have well established links with West Boldon Lodge and are very fortunate in being able to participate in the Forest School project at the centre during the spring and summer terms.

The Forest School philosophy mirrors the philosophy of Helen Gibson Nursery School very well because it is about encouraging and inspiring children to grow in confidence, independence and self-esteem.

Forest Schools use the outdoor environment to enable children to master small achievable tasks.

The philosophy of the Forest School is based upon the desire to provide young children with an education which encourages their appreciation of the wide, natural world and which will encourage responsibility for nature conservation in later life.

Children learn to:

- Respect their environment
- Abide by rules and standards of behaviour
- Work in teams and respect each other

The Forest School Project enriches the curriculum enabling the children to develop their knowledge and understanding of the world from an experimental view point e.g. they see the frogspawn in the pond at the centre it is then brought into school so that they can

observe the development of the life-cycle of a frog then later in the year they visit the centre and see the frogs in the pond.



COLLECTION OF CHILDREN AT HOME TIME

Young children can easily become very upset if they are not collected at the same time as everyone else; therefore could we request that parents/ carers please collect their child on time.

If you realise that you are going to be late, contact us before home time and we will then be able to inform your child and hopefully avoid any unnecessary distress.

Please inform us if anyone else will be collecting your child. Due to safeguarding procedures it is impossible for us to allow a child to be collected by someone else unless we have been previously informed.

SETTLING-IN PERIOD

When your child first comes to nursery (or if they are returning after the 6 weeks' holiday) we understand that they may feel uncertain and we do welcome parents to stay until their child feels more secure.

However, we do not advise parents to stay with their child on a regular basis over a long period of time as the child may experience greater difficulty in settling into the nursery routine.

EQUALITY OF OPPORTUNITY

At Helen Gibson Nursery, we aim to give every child equal opportunities by offering them a broad and balanced curriculum relevant to their needs; regardless of gender, special needs, culture, religion or ability.

SAFEGUARDING

Helen Gibson Nursery aims to provide an environment in which all children feel happy, secure and valued, and where they are encouraged to talk, and are listened to. The protection of the children is given the highest priority.

As a school we support fully and play an active role in the inter-agency work carried out in line with the guidance set out by the South Tyneside Safeguarding Children Board.

Our children's well being and security are of paramount importance and because of this we have an intercom system in place at the front door. Please note that in order to keep our children safe it is important that parents/carers do not open the front door if the door bell rings whilst they are in this entrance. The door will be answered by nursery staff via the intercom.

At the end of the session parents/carers are asked to come into nursery to collect their child – with the exception of the morning lunch children who will be dismissed by the supervisory assistants.

SPECIAL EDUCATIONAL NEEDS

Helen Gibson Nursery is an inclusive nursery with facilities to support those children with additional needs.

Other services with whom we may liaise when working with a child with special educational needs are:-

- Health Visitors
- Educational Psychology Service
- Speech Therapy Service
- Portage and Pre-School Home Teaching Service
- Physiotherapy Service
- Occupational Therapy Service
- Social Services
- Service for the audio/visually impaired child
- Service for the hearing impaired child

With all our children at Helen Gibson Nursery, we aim to work in partnership with parents; consequently if a child is deemed to have a special educational need you as their parents would be the first people whom we would consult.

REPORTING ON AND RECORDING CHILDREN'S PROGRESS

During the nursery year meetings are held to enable parents to discuss their child's progress with their appointed educator.

If at any time during the nursery year parents wish to discuss their child's progress with the nursery staff, they are very welcome to do so.

The children's experiences and achievements are recorded throughout the year by the staff who work as a team.

The children will each have a Learning Journal at nursery which will include information about their progress evidenced through work samples and photographs. These Journals can be taken home to share with the family at anytime and brought back the next day. Please feel free to contribute to your child's Learning Journal. It is always fantastic to see what your child does at home.

PROMOTING POSITIVE BEHAVIOUR

Helen Gibson Nursery promotes positive behaviour. If a child behaves in what we consider to be an in-appropriate manner in the nursery, we talk to them and highlight our expectations. These expectations are reinforced through stories and circle time activities.

If inappropriate behaviour is consistently displayed we will discuss this issue with parents/ carers and agree strategies to develop positive behaviour. Please see our Behaviour Policy on our website.



HEALTH AND SAFETY

ABSENCES

If your child is ill or attending a medical appointment, please inform us by telephone or in writing. On the first day of your child's absence please inform us by telephone of the reason why your child is absent.

We are now required to record the reason for every child's absence in the register.

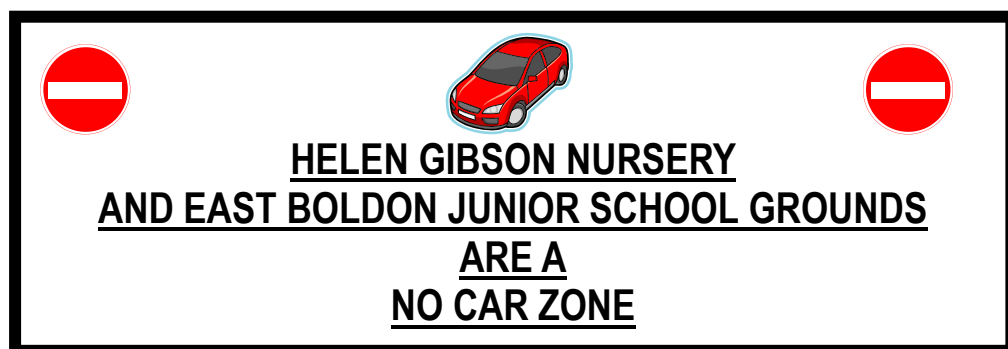
In order for your child to gain the best educational benefit from their nursery place it is important for them to attend regularly with as little absence as possible.

If your child is going to be absent due to holiday, please put it in writing and return it to school before you go on holiday.

Children should not return to nursery following a bout of sickness or diarrhoea until they have been clear of the symptoms for 48 hours.

Accidents in nursery are recorded in our accident book and a copy given to parents on the day they occur. Please ask staff if you have any queries with regards to this matter.

ROAD SAFETY



In order to ensure the safety of both the junior and the nursery children – cars are not allowed in the school grounds.

If yourself or your child's carer needs access to the school grounds for mobility/health reasons **A PARKING PERMIT MUST BE OBTAINED FROM THE SCHOOL. Remember if the person who requires the permit is not in the car**

Please follow our guidelines when using a parking permit at Helen Gibson Nursery School. A copy of these can be obtained from the office.

Helen Gibson Nursery is a health promoting smoke free school.

Children are not allowed to run on the Junior school field. Parents must also ensure that their child does not run on the road whilst walking down to the nursery. Whilst the traffic

flow is minimal there is always a possibility that a delivery van may be leaving the grounds at any given time.

MEDICATION

If your child requires specific medication, which has been prescribed by a doctor, parents/carers must fill in a form. Staff will then keep a record of when they administered the medication. If your child requires further care needs, please speak to the Head Teacher.

CLOTHING

We have introduced a school sweatshirt which you can buy as well as a polo shirt. This is not compulsory. We ask that you send your child in easy to pull up trousers to help with their independence. We would also request that your child comes to school in wellies with a change of comfy footwear to be stored in their drawers e.g. a pair of slippers. If this is not possible it would be better to have Velcro fastening trainers / shoes to support their independence when changing into wellies outdoors.

INFANTS SCHOOL

It is your responsibility to put your child's name down at the school of your choice and to fill in a parental preference form.

Nursery children do not automatically have a place at either of our feeder Infant Schools i.e. Cleadon Village Primary/East Boldon Infant School.

Forms (either online or postal) must be sent in by the December 2015 as the closing dates for school applications is usually at the beginning of January.

VISITS

As part of our curriculum we encourage visits i.e. forest schools. We ask that consent forms are returned promptly.



COMPLAINTS PROCEDURE

It is in everyone's interest that complaints are resolved at the earliest possible stage. All complaints will be referred to the headteacher; hopefully the majority of complaints will be resolved informally.

SCHOOL GOVERNORS

Helen Gibson Nursery School is part of a Federation with Clervaux Nursery School. There is 1 governing Board for both schools which consists of representatives from both establishments.

HELEN GIBSON KIDS CLUB

Helen Gibson Kids Club provides out of school child care for children between the ages of 3 – 11 years. It provides support through a Breakfast Club starting at 7.30 am and an After School Club from 3.30 pm – 6.10 pm. Both sessions are based in Helen Gibson Nursery. The club also offers a collection service from East Boldon Infant and Junior Schools. It provides the children with a wide range of activities and resources including art and craft, cooking, sports and games, encouraging the children to interact with each other to develop their social skills.

The Kids Club is jointly Ofsted registered with Helen Gibson Nursery. The trained staff are all enhanced DBS checked and have up to date certificates in paediatric first aid and food hygiene.

For further information please contact Claire Taylor at Helen Gibson Nursery on **01915196846**.



Wrap around

If you need your child to attend nursery between 8.30 and 9 am or 3 and 3.30pm the charge for this will be £2 for the use of our wrap around facility. This must be booked in advance. If you need your child to attend before 8.30 or after 3.30 the charge will be £4.80 for breakfast club and £7.80 for after school club. This is a set charge used by the Kids Club.

INFORMATION FOR PARENTS

This is displayed in many ways in the nursery. Please look out for our notices and newsletters.

