



Thornhill Primary School
Nursery
Parent Handbook

Thank you for choosing Thornhill Primary Nursery

We hope this handbook will answer some of the questions you may have regarding ‘What happens next?’ and give you some general information about Nursery life.

We aim to provide high quality care and an early learning curriculum which is tailored to each individual child’s needs. We offer a safe, secure, happy and stimulating environment.

We adhere to the Early Years Foundation Stage which includes the statutory framework for Early Years. This sets the standards of learning, development and care for children from birth to the end of foundation level at school.

At Thornhill we provide a place where your child will flourish and develop a strong sense of belonging and self-confidence. We offer a wide range of activities, both indoors and outside to support your child’s learning. This enables them to reach their full potential socially, physically and intellectually.

Keyworker Information

Your child will be assigned a key worker. The role of the Key worker is to ensure that every child’s learning and care is tailored to meet individual needs. To engage and support parents and/or carers in guiding their child’s development at home. Also, to help families to engage with more specialist support, if appropriate.

Your child’s start day will be _____

Their key person’s name is _____

Additional information

We hope this brochure has been useful. There are lots of opportunities to discuss any of your thoughts, queries or concerns with the Early Years team at the end of the day. Our Leadership team will also be available to offer support at any time, should you need it.

The leadership team at our school is:

Mrs Lawson	Headteacher
Mr Gunning	Deputy Headteacher
Mrs Kuevi	Assistant Headteacher
Mrs Henkes	Head of Early Years

Our Governing Body:

Claire McDonald (Chair)
Cllr Tony Swain (vice Chair)
Mick Dillon
Denise Bond (Family support Worker)

Mrs Gleghorn & Mrs Peak are based in the school office, as soon as you enter the building, and will be happy to assist you. The school telephone number is: 01582 863516

Family Support Worker—Denise Bond— 07754838193

Common Illnesses

Disease and incubation Period	Period when infectious	Period of exclusion
Chickenpox and shingles	1-2 days before to 6 days after spots develop.	Until the spots have crusted over and child feels well.
Conjunctivitis	During active infection	None—if treated with eye drops.
Diarrhoea and Vomiting	While having symptoms of diarrhoea and vomiting	Until symptom free for 48hours and child feels well again.
Slapped Cheek	Infections before onset rash.	Until child feels well
Hand, foot and mouth	During acute stage of illness	Until child feels well
Head Lice	As long as eggs and lice remain alive	None—must receive treatment.
Impetigo	As long as septic spots are discharging pus.	Until spots have healed.

Parents as Partners

Parents and carers have a vital role to play in their child's learning and development. Activities that you do with your child at home, as well as everyday situations you experience together, offer fantastic opportunities for your child to learn, explore and discover. We have conversations with you about your child's development and their interests, we also encourage you to share with us your child's "at home" experiences and achievements. By working together we can really make a huge difference to your child's learning and development.

We want to work closely with you, the parents and carers, and have an open door policy; which means you can discuss your child at anytime after school.



Settling in

Settling into Nursery is an important time for young children and their families. For some children this will be the first time they will have been left with another person and often the first time they have been left with another person in a large environment. At Thornhill Nursery we aim to make this process as smooth as possible. All children and families are unique and as such their individual needs are taken into account throughout the settling in process.

Annual Activities and Special Days

We have a variety of special events to add to your calendar, such as parents evenings, parent workshops, the Christmas Nativity, sports day and much more! We are proud to arrange such a varied an enjoyable calendar which allows you to share in some precious moments in your child's time at Thornhill Nursery.

Children with Additional Needs.

We have a wide range of experience in supporting children with additional needs and work closely with parents in order to offer support and guidance. We discuss the area of support that is needed and ensure that we plan specific targets to assist your child's learning and development. We have strong links with other outside agencies as well as an in-house Family Support worker who can offer support and additional guidance when needed.

Meet the Nursery Team

Miss Mistry	Nursery Teacher
Miss Breheny	Teaching Assistant
Mrs Taylor	Teaching Assistant

What happens if my child is ill?

If your child is poorly while they are at Nursery, and we feel they need to be at home, we will call you.

If your child is poorly while they are at home and you are unsure if they are able to come to Nursery, its always worth giving the office a call and we can advise you. Asking a child to stay at home when they are ill helps to stop the spread of infection. Please have a look at the list of common childhood illnesses.

If your child has been prescribed medicine we can administer this on your behalf. You will be asked to fill out the relevant forms and only a trained first aider will administer this. If it is a long term medication such as an inhaler, we can continue to give this with your permission . A care plan for this medication would be put in place.



What happens if my child has an accident?

Our staff are first aid trained. If your child does have an accident whilst at school, be it a graze to the knee, a bump or bruise we will comfort them and give them the appropriate medical attention (normally a cold compress). Details of this accident will be written up on an accident form and you will be informed of the accident when you collect your child. If however, your child is distressed after an accident or we feel further medical attention is needed, we will contact you immediately.

If your child has an injury at home, please ensure you let a member of staff know the details. We record this information so we can continue to observe and care for your child while in school



What if I'm running late to collect my child?

Firstly, don't panic, however please contact the school office as soon as possible. You may want to arrange for someone else to collect your child, and if this is the case they must provide a password on arrival. This is to ensure we keep your child safe while in our care.

If we haven't been contacted, and your child hasn't been collected at the end of the session, we will make every effort to contact you in the first instance and then the emergency contacts you have provided.

It is vital that you keep the school office up to date with any changes to phone numbers and contact details.



The Nursery Day

The times of the sessions are:

Morning – 8.45 to 11.45 am

Afternoon – 12.30 to 3.30 pm

It is very important to ensure that your child arrives at Nursery on time. Being late for Nursery can be upsetting for your child and can disrupt their learning and that of others. Children who are on time have a more positive start to the day.

It is also very important that your child is collected on time. All children must be collected by an adult (18 years or over). If the adult collecting is not you (the parent or carer), please notify a member of staff in advance.

The Early Years Foundation Stage Principles.

A unique child: Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive relationships: Children learn to be strong and independent from a base of loving and secure relationships with parents/ carers and practitioners.

Enabling environments: The environment plays a key role in supporting and extending children's development and learning.

Learning and development: Children develop and learn in different ways and at different rates and all areas are equally important and inter-connected.

We actively plan to put these principles into practise as they underpin all the work we do with children on a daily basis.



The Curriculum: Areas of Learning and Development

All learning activities take place either in class areas or in our outdoor learning environment. Your child will follow the Early Years Foundation Stage Curriculum which is made up of seven areas of learning and development:

The Three Prime Areas of Learning:

Communication and Language

Personal, Social and Emotional
Development

Physical Development



The Four Specific Areas of Learning:

Mathematics

Literacy (Reading and Writing)

Understanding of the World

Expressive Arts and Design

The Outdoor Learning Environment

In the Early Years Foundation Stage, children are encouraged to carry out their daily learning activities both inside and out, whatever the weather! In our outdoor learning environment, we ensure that children can access all areas of learning and have lots of fun whilst making great progress!

What do I need to bring to Nursery?

We recommend that children bring a small rucksack. This is ideal to store your child's day to day belongings, including a spare set of clothes (just in case your child gets wet or muddy from exploring and creating!) The children wear aprons but sometimes accidents do happen. Please ensure that all items of clothing are named, especially your child's bag.

Potty Training

If your child is potty training a few spare sets of underwear are very helpful. Spar socks and an extra pair of shoes would be great, as sometimes if children are busy playing they can quite literally fill their boots!

Whatever the Weather....



On warm days, children must come to Nursery with sun cream already applied. Also a sunhat is vital in order to protect them during outdoor activities. When the weather turns cold, a suitable, wellies, hat and mittens are essential as we like to go outside come rain or shine!

Fruit and snack

Each day we provide a healthy snack for children to have during the session sometimes this will be made by the children themselves or provided by the nursery staff. If your child has any allergies or dietary requirements please let us know so we can accommodate this. To help with this and the cooking the children may do in nursery we ask for a donation of £3 each half term. In addition to this children have free fruit and milk available each day.

The Prevent Duty

All schools and early years childcare providers are subject to a duty under the Counter- Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as The Prevent Duty. The aim of prevent is to reduce the threat of terrorism by stopping people becoming terrorists or supporting terrorism. Teachers and childcare providers must be able to identify children who may be vulnerable to radicalisation, whether these come from within their family from outside influences. The staff can also build children’s resilience to radicalisation by promoting fundamental British Values.

British Values

The four British Values we promote are:

Democracy

The rule of Law

Individual liberty and mutual respect

Tolerance of those with different faiths and beliefs.

We promote these values in all areas of learning such as using manners, following school rules, exploring feelings and sharing their own experiences. It is also important that we teach young children these skills so they can become independent, tolerant and confident role models in their future society.



Child Protection & Safeguarding

Thornhill Primary School considers the health, development, safety, security, welfare and well-being of the children to be paramount. **We recognise the fundamental importance of the bond between the child and their parent/ carer and aim to provide support and assistance in strengthening this in anyway we can.** With this in mind, we view it as our responsibility to identify and act on any concerns for the child or their parent/ carer across the entire safeguarding spectrum of need, from early low level support to targeted interventions, through to child protection.



Our primary responsibility will always be to the child and we work with the Early Years foundation stage, safeguarding and welfare requirements, the local authority and other relevant legislations to support us. When we have a safeguarding concern we will seek the advice and support from our Family Support Worker and Head Teacher. We aim to provide ongoing support and to follow the advice given by other professionals. Concerns of a safeguarding nature will not be made public within the School, they will however need to be shared with other professional services.

Categories of Harm

Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child by inflicting harm, or failing to act to prevent harm. There are four categories of harm—physical, emotional, sexual and neglect. All educators have a duty of care to record and report any observations made that could possibly be a sign or symptom of abuse.