



BROOK INFANT SCHOOL
AND NURSERY

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JULY 2022

Nursery Parent Handbook 2022 - 2023



PREPARED BY

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OUR BROOK VISION



At Brook Infant School and Nursery we want all of our children to 'Learn with Love and Laughter'.

We have five core values at the heart (as seen above) of everything we do so that we can:

- create a sense of belonging within a fair and trusting community.
- provide a safe, secure, creative and inspiring learning environment that encourages a sense of wonder, adventure and achievement.
- nurture life-long friendships and a passion for learning.
- respect each others rights in order to develop responsible global citizens.
- promote individuality, excellence and enjoyment enabling everyone to maximise their potential.

'Learning with Love and Laughter'

ADULTS WORKING WITH YOUR CHILD



Mrs Bagley-Wood
Nursery Manager and DSL



Mrs Bonner
Nursery Deputy Manager
and SENDCo



Mrs Whalley
Nursery Deputy Manager and
Admission Administrator



Mrs Thomas
Nursery Teacher



Mrs Veeramootoo
Nursery Keyworker



Mrs Bailey
Nursery Keyworker



Miss O'Malley
Nursery Keyworker



Mrs Tamayo
Nursery Keyworker



Miss Ashworth
Nursery Keyworker



Miss Weller
Nursery Assistant



Mrs Gravell
Nursery Assistant

Please Note ... DSL is Designated Safeguarding Lead

ADULTS WORKING WITH YOUR CHILD



Mrs Thrussell
Nursery Assistant



Mrs Hibbard
Nursery Assistant



Mrs Boison
Nursery Assistant



Mrs Warwick
Nursery Assistant



Mrs Carr
Learning Mentor and ELSA



Mrs Sanger
Learning Mentor



Mrs Cox
Headteacher
and DSL



Mrs Sexton
Inclusion Manager
and DSL



Mrs Ungless
Deputy Headteacher,
EYFS Lead and DSL

Please Note ... DSL is Designated Safeguarding Lead

STARTING NURSERY AT BROOK INFANTS

We hope that this booklet provides you with helpful information about your child starting at our nursery. You can also log onto our website for more information and regular updates at www.brookinfant.school.

Available Sessions and Funding

From the term after their 3rd birthday, every child is entitled to 15 hours of free nursery education (and some working families may be eligible to an additional 15 hours). We provide the following sessions:

- 08:30 – 11:30 (3 hours)
- 12:00 – 15:00 (3 hours)
- 09:00 – 15:00 (6 hours)
- 08:30 – 15:00 (6.5 hours)

In addition we also offer (please see paragraph below):

- 07:30/07:45/08:00 – 08:30
- 15:00 – 17:00/18:00

We also operate wrap around care in the form of our breakfast and after school club and so children can be in school between the hours of 07:30 and 18:00. Free entitlement can be used to pay for wrap around care. Please see the following page about our wrap around care for more information.

Parents can choose how to use their funded hours. Depending on availability, children can attend extra sessions above the free nursery entitlement which would be chargeable.

30 Hours Free Nursery Education

Some working parents may be entitled to an additional 15 hours (30 in total) per week. The criteria for the additional 15 hours is as follows:

- Both parents are working (or the sole parent is working in a lone parent family) AND;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW) and earn less than £100,000 per year.

Please note this includes employed and self employed parents as well as parents on zero hour contracts who meet the criteria. Parents who are on maternity, paternity or adoption leave or those who can't work because they are disabled or have caring responsibilities, could also be eligible.

Parents who think they may be eligible for the additional 15 hours should visit www.childcarechoices.gov.uk. When parents have been granted the additional 15 hours, they will be given a code which must be written on to their Free Entitlement Declaration form – this code is then used to request funding. Parents will then need to reapply for this funding every term to guarantee their funding for the following term. This is so that the Government can check that parents are still eligible. Parents will be contacted termly by the Government and asked to update their details. Unfortunately if details are not updated, the funding is withdrawn and additional hours are chargeable. Please note it is parents responsibility to update their status with the Government termly.

BROOK INFANT SCHOOL AND NURSERY

STARTING NURSERY AT BROOK INFANTS CONTINUED

Any sessions attended by your child over the government funded hours will be chargeable at £6 per hour for a three-year-old and £8.50 per hour for a two-year-old, due to the extra adults needed to meet the ratios.

You can also visit the West Sussex County Council for information about free entitlement eligibility: <https://www.westsussex.gov.uk/education-children-and-families/childcare-andearly-education/free-childcare-for-3-and-4-year-olds/>

Please contact Jo Sutton if you have any questions or queries via sbm@brookinfant.school.



Mrs Sutton
School Business Manager

OUR WRAP AROUND CARE



Mrs Gravell

Breakfast and After
School Club Manager and
EYFS Leader for Club



Mrs Warwick

Breakfast and After
School Club Assistant



Miss Weller

Breakfast and After
School Club Assistant

We run our own Breakfast Club from 07:30 to 08:30 every week day during school term time which includes a walking bus to the Infant and Junior School. Children can attend from 07:30, 07:45 or 08:00. We offer a range of hot and cold breakfasts.

We offer a walking bus service that takes children from Breakfast Club to Maidenbower Infant and/or Junior Schools.

As part of our nursery extended provision, children can join our After School Club every day from 15.00 to 18.00. This provides a range of activities both inside and outside that the children can partake in, e.g., playing games, physical activities, arts and crafts, cooking, construction, sand and water activities and role play. We also provide time every Wednesday for the children to enjoy our woodland and engage in Science experiments (accessible to all ages). We also provide a quiet space and a place to sleep for our youngest little people.

Our evening meals consist of a hot main course such as roast dinner, macaroni cheese or sausage and mash with vegetables, fruit and a pudding and is offered to children who stay until 18:00.

We again offer a walking bus service from Maidenbower Infants and Juniors to our After School Club. Our walking bus also picks children up who attend after school clubs at Maidenbower Infant or Junior Schools.

Our club is available for children from aged two-years-old to those aged eleven-years-old, however our nursery aged children book their extended hours through nursery. Free entitlement can therefore be used for these sessions.

We have staff that are trained in the EYFS and the wrap around team liaise closely with the nursery team.

All sessions for the Breakfast and After School Club are booked through nursery in the same way that all other sessions are booked.

STARTING NURSERY AT BROOK INFANTS

Starting Nursery

For September starters, our families are always invited to a Nursery Parents' Evening in the summer term and we hope this helps to answer some questions. We also ask that our new families make a 'This is Me' scrapbook with their child over the summer holidays or at a time to suit if joining nursery later in the academic year.

In September, our staff will visit you for the 'Home Visit'. Dates and times for this will have been arranged. This is a great opportunity for your child to meet their keyworker in a familiar environment and for you to discuss any concerns you may have. This visit only lasts for about 20 minutes.

We hold our 'Stay and Play' sessions just before our children are due to start, and these are times that our new starters can come along with a parent or carer. These sessions help the children to become familiar with our setting and staff.

Children Starting Mid Year

For those children who start nursery during the academic year, we invite your child to come and have a look around and meet the nursery staff and the other children.

For children who have English as an additional language, parents are asked to complete a profile to help us understand the child's needs in relation to learning English.

Our Key Workers

Your child will have one of our nursery staff as their keyworker. The keyworker is responsible for getting to know you and your child and will take an extra special interest in all they do. The whole team work together to plan exciting activities to meet every child's interests and needs and work with your child during the nursery day. Observations and achievements are recorded in note and media form and uploaded into their online learning journal. When you attend our open afternoons or parents evenings, you can chat with your child's keyworker.

However, your child will work with all staff in the setting who will care for your child, meet their needs and contribute to their learning journal.



THE START OF THE NURSERY DAY

All children arriving for 08:30 enter the school grounds via the main entrance gate. Nursery children walk through the front playground and wait outside the nursery internal gate. For those children arriving at 09:00 and 12:00 starts, please use the nursery gates.

We ask that your child does not play on the large apparatus outside. If they have an accident they are not covered by the school's insurance. You are responsible for your own child on the school premises before school starts and after it ends.

Doors open at 08:30 and nursery children arrive at their booked time. We greet children at the internal front gates to the nursery covered outside area. Once they have said goodbye to their parent or carer, your child walks around the back of the building with a member of the nursery team and then enters via the back door. Your child will be marked as present on the register as they arrive. We use iPads at the gate for this registration.

If for any reason your child is late, please let the nursery know you are running late and then if the gates are closed, please come to the main school entrance and press the bell on the gate. The office team will then help you.

Nursery Left
Side Door



Nursery Right
Side Door



THE END OF THE NURSERY DAY

At the end of the day children go home at either 11:30 or 15:00 from both the left side and right side door at the front of the nursery. Children will not be released until the appropriate adult has been seen by the teacher. If collecting at 11:30, please use the nursery gate. If collecting at 15:00, please use the main school gate.

Nursery parents are asked to wait in the nursery outside area at the front of the building.

If your child is going home with a different adult please make sure that the nursery staff have been informed. Nursery staff have a book in which any alternative arrangements for collection will be noted. It is really important that you let us know who is picking your child up. If we do not have a note of it in the nursery book and another adult turns up to collect your child, we will ask them to wait whilst we ring you. We cannot let them take your child unless we have your permission, even if they say they have been given it by you.

If you are going to be late or there is a change in who is picking your child up, please can you try and let the nursery know by 14:30 that day. We will set up a password to use on the occasions when you are unable to collect and an unfamiliar adult is collecting your child.

KEY POINTS DURING THE NURSERY DAY



Structure of the Day

The children are able to free flow between the inside and outside areas during the morning and afternoon sessions and will then join together at the end of each session for singing or story time. Guided group activities can be accessed during the day and we encourage the children to make their own choices regarding their play.

Snack Time

The children are able to have a drink of milk or water with a snack of fruit, vegetables, plain breadsticks or rice cakes during the day. We have a snack time in the morning and another in the afternoon.

Please provide your child with a named water bottle that will need to be taken home, washed and refilled everyday.

Forms are available for ordering milk for your child to have at nursery. There is no charge for milk until your child is 5 years old.

If attending all day, children are asked to bring in two named snack pots containing fruit, vegetable, rice cakes or breadsticks only. Water and milk is readily available whenever the children would like it.

If attending for either the morning or the afternoon, children are asked to bring in one named snack pot containing fruit, vegetable, rice cakes or breadsticks only. Water and milk is readily available whenever the children would like it.

Daily Routine

We have a routine for each session and for those children staying all day:

Children put their personal possessions in their cubby hole, put their individual snack into the correct coloured tray and then go and play in the main part of the nursery.

At 09:10 the whole class come together for a morning song before splitting into their input groups (based on age). We then have a short guided input time before we start our 'Discover and Do' session, where the outside area is opened up and children are able to 'free flow' across all the different areas in the nursery, self-initiating their own play. The children have a chance to choose to have a snack and drink anytime between 08:30 and 10:00 when our free choice snack area is open.

There are times in the day when children will work on a short activity with a member of staff. Sometimes we also take part in a whole class activity, such as music and movement in the hall or woodland based learning.

Towards the end of the morning, the children help tidy up and then come together for the end of the session. We use this time to reflect on the morning, sing songs or have a story. The children who go home at 11:30 then get all their belongings and wait in the big room to be collected.

For those children staying all day, they then wash their hands and sit down in the main room for lunch. When they have finished their lunch they have a little bit of quiet time. They are then joined by the new children attending our afternoon session at 12:00.

The afternoon session reflects the morning routine with registration, input time, free flow and whole class time at the end of the day.



Lunchtime

Children eat their lunch in the nursery. Please ensure that your child brings in a named lunchbox and water bottle.

Please ensure that you let us know of any food allergies or foods that they cannot eat. There is a space on the enrolment form for you to do this. Please also refer to the allergies section of our A to Z Booklet.

We are a healthy school so we like to make sure that the children's meals are well balanced. Please provide a packed lunch that does not contain fizzy drinks, sweets or chocolate (chocolate coated biscuits are allowed). We also ask you to make sure that there are no nuts in any of your child's food, so no peanut butter, Nutella, etc.

Any food your child doesn't eat is put back in the lunchbox for you to keep an eye on. Please don't overload your child's lunchbox.

Grapes can be a choking hazard for young children so just to be on the safe side, please can we ask that if you give your children grapes that you cut them in half length ways. Thank you.

Our Lunchtime Nursery Assistants

The nursery keyworkers take their lunch at different times, but to ensure we always contain the correct ratios Mrs Hibbard and Mrs Boison join the team at this time everyday.

Our Five Core Values

At Brook Infant School and Nursery we want all of our children to 'Learn with Love and Laughter'.

We have five core values at the heart of everything we do.



We have a very positive approach to behaviour and we always treat our children with respect and kindness.

Following on from our professional training in Therapeutic Thinking we are working as a school and nursery to develop this approach within our behaviour management systems in school.

Behaviour is everything a person says or does from the most prosocial to the most extreme antisocial. Our aim as a learning community (that includes all of our families as well as the children) is to develop intrinsic values in our children that encourage prosocial behaviours (behaviour which is positive, helpful, and intended to promote social acceptance benefitting others in the dynamic).

When children demonstrate prosocial behaviours they will be praised. When they go above and beyond they will receive stickers, Headteacher Awards and Sparkly Fish. However, this will be done on a personal level. The children celebrate their Sparkly Fish with Mrs Cox and will then bring it home to celebrate with family at home. These more personal approaches will help us to support the children in intrinsically wanting to demonstrate prosocial behaviours rather than doing them in order to gain external awards.

When children demonstrate antisocial behaviours this will be talked through with them and appropriate consequences will be given. When it is appropriate, we will use a technique named 'Comic Strip Conversations' which enables us to use stick people sketches to help us pick what happened. The Therapeutic Thinking approach is characterised by an inclusive culture. When necessary, analysis of an individual's behaviour will be completed so we can better understand the child's needs and assist us in planning for the child.

We look forward to sharing more on this Therapeutic Thinking approach with you over the year and will be trying to keep you up to date with information within our newsletters.

In Conclusion ...

We hope that this booklet gives you an insight into life at Brook Infant School and Nursery. If you have any questions, please do not hesitate to get in contact either by telephoning the main office on **01293 886521** or by emailing brooknursery@brookinfant.school.