



BROOK INFANT SCHOOL
AND NURSERY

BROOK INFANT SCHOOL AND NURSERY

JULY 2022

Our A to Z Guide for Our Nursery Parents



PREPARED BY

SARAH COX (HEADTEACHER), LIZZIE UNGLESS (DEPUTY HEADTEACHER AND EARLY YEARS FOUNDATION STAGE LEADER) AND MARTINE BAGLEY-WOOD (NURSERY MANAGER)

A

Absence

If your child is absent from nursery please use our My Child At School App to register their absence. If you have a problem with the app, please telephone by 09:00 to let us know on 01293 886521 explaining the reason for absence. We are required by law to mark this in the register. In the interests of safety, if we do not receive an explanation we will ring you on the first day of your child's absence.

Allergies

Please let us know as soon as possible if your child has any allergies e.g., plasters, antibiotics or food. We may need to meet with you to fill in an Individual Health Care Plan (IHCP) outlining symptoms of an allergic reaction and medication needed. We are a nut free school and ask that children do not have peanut butter or Nutella in their sandwiches or any other products containing nuts.

B

Bags

Please make sure your child's bag is clearly named on the outside so that the teacher and your child can find it easily. Please make sure your child brings their bag to school every day. We also use them to send home notes, birthday invitations, thank you letters, etc.

Although most of our communication is electronic, please make sure that you check your child's bag regularly in case additional communication has been sent home. Please do not use bags to send things into nursery. Staff do not have the time to search them every day and children inevitably forget to remove and hand on messages etc. Please give things directly to the nursery staff. We do not allow key rings on bags.

Bikes and Scooters

Children are welcome to ride their bike or scooter to nursery to help ease congestion from parking and we have a bike and scooter park by the main entrance where they can be left. Please provide your own padlock if you wish to lock up your child's bike or scooter.

Children are not allowed to ride their bikes or scooters within the school and nursery grounds. We do ask that your child does not bring dolls prams and pushchairs, roller blades or footballs to nursery because things get very congested in the mornings and afternoons. It is with the safety of children in mind that we ask this.

Child Protection

It is our duty to ensure the safety of all the children in our school and nursery. Therefore, where members of staff are concerned about or consider that they have good cause to suspect abuse, including neglect and emotional ill treatment, they must report their suspicions to the Designated Safeguarding Lead (DSL)/Headteacher. It is then the duty of the DSL/Headteacher to make decisions and report concerns to the Pupil Entitlement Service or MASH (Multi Agency Safeguarding Hub) as appropriate. There is a set procedure to follow and MASH will be responsible for initiating further investigations. All records of concerns and meetings regarding safeguarding are held on our electronic recording system called CPOMS. Our Designated Safeguarding Leads (DSLs) for Child Protection and Safeguarding are Mrs Cox, Mrs Ungless, Mrs Sexton, Mrs Couch, Miss Witham and Mrs Sutton. Mr Taylor is the governor with responsibility for safeguarding. Mrs Bagley-Wood is the DSL for Nursery and Mrs Gravell is our DSL for Breakfast and After School Club.

All staff must hold Disclosure Barring Service (DBS) checks. We also ask any parent helpers or volunteers to undertake a DBS check or hold a current one for West Sussex schools. As part of this process we ask for a character reference to be provided. Please ask at the office if you would like to help in school and have a completed DBS. If you would like to help in school, you must undertake safeguarding training which the school will provide.

Coats

Please practice at home and encourage your child to put on and fasten their own coat. It can save time at playtime and home time. It is most important that their coats and all other items of clothing are named as our lost property box quickly fills up.

Complaints

The school and nursery has a detailed Complaints Procedure. Our Complaints policy is available for you to download from our website or you can request a copy from our school office. Obviously, we hope you have no cause to use this, but in the unlikely event that you do, please follow the guidelines within it.

Confidential Reporting Policy

The school and nursery has a Confidential Reporting Policy. If any member of staff or a volunteer has a concern about another member of staff or volunteer, it is their duty to report this to a senior member of staff. The Confidential Reporting Policy or 'Whistleblowing' Policy is available through our website or on request.

Covid-19 Pandemic

We were open throughout the Covid-19 pandemic for our children of keyworkers and for our vulnerable children. This meant that we had the chance to thoroughly prepare for the health and safety measures needed to protect our community as best we can. We have very carefully followed the government guidelines and will continue to do this going forward if anything changes with the situation. At every stage we have tried incredibly hard to communicate with our families so that the measures we have taken are clear and understood by all.

Curriculum

In Nursery and Reception the children follow the Early Years Foundation Stage Curriculum. The EYFS curriculum is designed to be continued from Nursery into Reception. There are three Prime Areas of learning and four Specific Areas.

Prime Areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific Areas

- Mathematics
- Literacy
- Understanding the World
- Expressive Arts and Design

Year One and Two follow the National Curriculum. We teach through a creative topic-based approach which is based around the children's needs and interests. We make it fun, relevant and based on real life and first hand experiences. We enrich the learning through trips, visits, visitors and themed days. The curriculum covers Literacy, Numeracy, Science, Geography, History, Design Technology, Information Communication Technology, Computing, Music, PE, RE, Art and Personal, Social, Health and Citizenship Education, which we refer to as 'Sparkle Skills'.

We send home a learning journey leaflet every term for you to discuss ideas for the next topic with your child and to give you ideas of how you can support learning at home. Please feel free to come and talk with the teachers or Headteacher if you need to know more about the curriculum.

Our curriculum information will be displayed on the school website.

Disabled Access

The school is accessible for all. There is one disabled parking space in our car park, which is available for parents and carers to use. You will need to display your blue disabled badge. We also have a toilet with disabled access which is by the front office. If your child or you have any specific requirements with regards to access, please arrange to talk to us as soon as possible.

Eco

We currently recycle paper, card and plastic. We use our My Child at School app to communicate with our families to save paper and use push notifications for those small reminders. Please share what you do to help recycle and save energy at home so the children have awareness and can share this at school.

Each class in the school has two representatives on our 'Eco Warriors' Council. They help to monitor the energy saved by our solar panels; help conserve energy by reminding people to switch off lights and think of good ideas for our eco weeks. They also do regular litter picks both around the school and in the community. Our motto is 'reduce, reuse and recycle!'

Emergency Contact Numbers

It is extremely important that you provide us with up-to-date emergency contact details. This is so that we have a contact in case of an emergency, for example if your child is poorly or needs emergency treatment. Please inform us, through the My Child at School app, as soon as possible if you change any details such as phone number, address or contact person.

End of the Day

We ask parents and carers to collect their children from outside the nursery at 11:30 for children who are in nursery for the morning only and for 15:00 for those children who are in for the afternoon. If collecting at 11:30, please use the nursery gate. However if collecting at 15:00, please use the main school gate and follow the one-way system to nursery.

Please keep younger children off any outdoor equipment, as we do not want them to hurt themselves and unfortunately any accidents will not be covered by our insurance.

As a security measure we ask you to please inform the nursery staff if your child is going home with somebody else. We will not let them go with anyone else unless you have instructed us to do so and they know the password you have provided us.

End of Term Early Closure

School and nursery will close at 13:00 on the last day of every term. You will need to pick your child up at 13:00 from the usual place and we will not be providing after school club on these days. The early closure dates for the next academic year are:

- Thursday 15th December 2022
- Friday 31st March 2023
- Friday 21st July 2023

Equal Opportunities

All children at Brook Infant School and Nursery are valued and appreciated for who they are and what they can do. The curriculum and daily planning will ensure that all children can access the learning opportunities at their own level and gain a sense of achievement and pride.

Exclusion

As a school and nursery we work hard to ensure our children behave appropriately towards everyone – children and adults alike. Where children are having difficulties with this, we will involve parents straight away to look at making a Therapeutic Risk Reduction Plan. Working in partnership with parents has always proved to be extremely beneficial and improvements in behaviour are quickly seen. However, there are times when this does not work. This may lead to the involvement of external agencies such as the learning team. In the rare cases of extreme behaviour, it is our duty to keep the children and adults at Brook Infant School and Nursery safe. If this is put at risk, then we will suspend a child. This means they will not be allowed into school for a set period of time. If the behaviour continues, and suspension is not working, schools can permanently exclude a child which means that the child will not be allowed to attend the school anymore. For more information, please see the Exclusion Policy on our website.



Fears and Worries

We all know that children can develop irrational fears and worries. Please therefore tell their teacher if this is the case for your child. We can then reassure your child if required. Please impress upon your child the importance of telling their teacher or an adult in school if anything is worrying or upsetting them. We can only sort things out if we know there is a problem.

Friends of Brook Infant School and Nursery

We have an active and very supportive Parent and Teacher 'Friends' committee that arrange a number of fund raising events over the course of the school year. These have included:

- Children's Discos.
- Children's Movie Nights.
- Christmas Tree Lighting and Fete.

They also work with Maidenbower Infants and Juniors for Fireworks night.

The Friends of Brook Infant School and Nursery are always looking for helpers at events and new committee members. The money raised goes towards various projects, e.g., hand held devices such as iPads, computers, extra classroom resources, ICT software, playground equipment both large and small.

You can also look on our website for details of any events, but we also promote all of the events on our weekly newsletter. If you wish to contact them, either drop your letter into the school office or email them at pta@brookinfant.school.

GDPR

General Data Protection Regulations is EU - wide legislation which determines how people's personal data is processed and kept safe. It sets out the legal rights individuals have in relation to their own data.

Please contact our Data Protection Officer (DPO) if you have any questions. Our DPO is Mrs Sutton, Business Manager and she can be contacted on sbm@brookinfant.school or on **01293 886521**. You can also visit our website to see our policies which support GDPR by visiting <http://www.brookinfant.school/general-data-protection-regulation-gdpr>.

Whilst your child is at Brook Infant School and Nursery we will ask for your permission for various activities. This may include applying sun cream, support with toileting, publication of photo permission, etc. Please note that your given consent choice will remain for the time your child is at Brook Infant School and Nursery. If any time you wish to change your given consent choice, please email the office on office@brookinfant.school and we will be happy to do this for you.

Goodbyes

Many years of experience have taught us that tears dry as if by magic when Mummy or Daddy leave! Please make your goodbyes as quick as you can. In the majority of cases, we know that almost before you are out of the gate all will be fine. If you are worried, please feel free to telephone later on in the morning to put your mind at ease. We know every child is different and if a child is really not settling, we will work closely with you to devise the best strategy. We will always ring you if there is a problem.

Gates

We have electric external gates which open and close automatically. They open at 07:00 every morning and close at 09:00. They then re-open at 14:50. If you come into school when the gates are closed you will need to press the buzzer to ask the office to let you in.

Our gates into the playgrounds will be secured at 08:40. If you arrive after this, please take your child to the main office and sign them in on our electronic system. This is for the security of all our children.

Please do not allow your children to play on or climb on the gates. For your safety, please do not stand close to them when they are opening.

Please do not tie your dogs to the gates or near to where the gates open for their safety.

Headteacher

Mrs Cox stands on the gate every morning at drop off and every afternoon at pick up and is always pleased to see parents. Feel free to pop in with any worries or concerns you may have. Mrs Cox also welcomes suggestions about how we can develop our partnership and also feedback on how things are working for you and your children.

Although Mrs Cox has an ever-open door policy, if you have a matter to discuss, which will need time, it is best to make an appointment. Please feel free to drop Mrs Cox an email via head@brookinfant.school.

Headlice

These appear, from time to time, and are an unfortunate part of school life. Please check your child's hair at least weekly for any signs of head lice. If you do find any eggs or live lice, please promptly check and treat the whole family. If we are all very vigilant it prevents the lice from spreading around the class. Washing hair, applying lots of conditioner and combing thoroughly with a fine-toothed comb helps, as well as keeping long hair tied back. If you do find any signs of headlice, please let us know and we will alert other parents in the class about there being headlice.

Health Care Plan - (IHCP)

If your child is on long term medication such as an asthma inhaler, or needs short term medicine such as antibiotics, you will be asked to complete a health care plan specific to their condition. For longer term medical conditions, this will need to be reviewed annually. Please note that we cannot give any medication to your child unless we have written permission to do so. Please see our medicines management policy on our website for more information and contact the main office via office@brookinfant.school if you want to know more or if you need to set up a IHCP for your child.

Health

It is really important to let us know about any specific health problems your child may have. If you have any medical or health queries about your child, please see one of the nursery staff or check our website.

We work closely with the School Nurse and the Health Visitor to ensure we are fully able to facilitate and support the two year old checks.



Inclusion

We aim to create an atmosphere where children, parents and staff feel valued and appreciated. We believe that everyone can add something positive to our school and together we can create a stimulating, secure and forward thinking environment. All children will be valued and appreciated regardless of their ability, gender, race, religion or culture.

All children are entitled to access a balanced and broad curriculum. Some children require additional support to do this. We work as a team to ensure this happens. We are committed to providing quality and challenging education for all children whatever their needs or abilities. Please see our website for more details under Parents – Additional Support.

If you have any concerns relating to the additional support your child receives in school then please make an appointment to see Mrs Sexton our Inclusion Manager, who will always be happy to discuss these with you. Either pop into the office or email her directly on jsexton@brookinfant.school.

Independence

This is the key to how quickly children make progress in the very early days at school. Right from the very start we encourage the children to be independent. Please help us by starting this at home. Let them dress themselves in the mornings, but be prepared to leave lots of time for this, tidy away their toys and do as much for themselves as they can. The more independent they are the easier it is for them to settle quickly into school life.

Nursery children will be expected to come in to nursery by themselves and sort out their own coats, lunchboxes and book bags. You'll be amazed how capable they are when such things are expected of them.

Inset Days - Teacher Training Days

We have five Inset days each year when the school is closed for staff training. These are:

- Thursday 1st September 2022
- Friday 2nd September 2022
- Friday 16th December 2022
- Monday 20th February 2023
- Monday 5th June 2023

Please note that we are also likely to be closed for a polling day (Thursday 4th May).

Illness

You must keep your child away from nursery for 48 hours from the last bout if they have been sick or had diarrhoea. We have found that a full school day can be very punishing for a child who is feeling substantially 'under the weather' and in order to avoid longer periods of illness we recommend that children have the time at home to recover.

We deal with all minor First Aid in nursery, but if further advice is needed Mrs Tinning (our Welfare Assistant) is always on call. Mrs Sutton and Mrs Taylor are also fully qualified 'Appointed Persons' first aiders. All staff have either a basic first aid qualification or hold paediatric first aid training.

Interactive Nursery Manager (INM)

We use INM to complete our registers, record First Aid incidents and manage invoices.

When your child starts nursery, you will receive information about INM and how to get set up on this system. Please email Jo Sutton via sbm@brookinfant.school

Jewellery

We ask that children do not wear jewellery, unless it is for religious reasons and cannot be removed. It can be dangerous when working and easy to lose when removed.

It is West Sussex County Council's Education Policy that jewellery must not be worn for PE. If your child is wearing jewellery they must remove it or put tape over their earrings. Unfortunately they will not be allowed to take part in the lesson if jewellery is not removed or taped up. For safety reasons, we are not permitted to remove earrings.





Lunchboxes

Lunches are eaten in the nursery and your child will need a named lunchbox and water bottle. Please choose a lunchbox and drinking bottle that your child can manage to open by themselves and give them plenty of practice at opening and closing it.

You know your child's appetite best but please do try not to overdo it. In our experience new parents are sometimes inclined to provide enough lunch to feed the whole nursery! If they have too much in their lunchbox, children sometimes decide that they can't eat it all and they won't eat anything. Also, it will take too long. If your child does not finish the food in their lunchbox, we will leave the contents in their box, thus allowing you to see exactly what your child has eaten and to adjust their lunches accordingly.

We do promote healthy eating so please try to support this. We have a NO NUT policy, so please ensure that your child does not have any form of nuts in their lunch or snacks, including peanut butter or Nutella. Please also ensure you do not send in fizzy drinks, sweets or chocolate (chocolate coated biscuits are allowed).

Lateness

Please try and get to nursery on time as it can be very worrying for little children to be late. If, for any reason, you arrive after your normal arrival time, please come to the main school office.

We would also appreciate it if you can ensure that you or your child's carer is at school promptly at either 11:30 or 15:00 to collect them. Children can become very distressed if there is no-one there at home time and staff often have meetings to attend and always plenty of work to do. Please let nursery know via telephone if you have been held up so that we can support your child.

Lost Property

Items of lost property are kept in nursery, so do please ask to have a look if you lose anything. Any lost property items will be left out at the end of every half term.

PLEASE DO REMEMBER TO NAME EVERYTHING, INCLUDING SOCKS AND GLOVES AS THEN ITEMS NEED NOT BE 'LOST' FOR LONG! Sew in or iron on labels are best as pen tends to wash off.

Milk

Children under five are offered free milk. If you wish your child to have milk, you will need to order this directly from the company. Please register by visiting the Coolmilk website www.coolmilk.com.

Water is freely available during the day, so please provide your child with a named water bottle that we can refill during the day. We do not allow any drinks other than milk or water during the nursery day. This is part of our healthy eating policy.

Medicine Management

If you have any questions about medication please talk to the nursery staff. Before any prescribed medication can be given, written consent must be obtained from the parent. More information is available in our medicines management policy available on our website.

Meetings with Parents

Nursery staff may need to meet with parents to discuss certain issues such as extra support, if a child is upset or if there is a safeguarding concern. All staff at the school will upload notes from the meetings onto an secure electronic system called CPOMS and once the notes are uploaded, only identified staff have access to the information, namely the nursery team and the school Designated Safeguarding Leads (DSLs). This is to help us keep a record of the meeting and to ensure that the school DSLs know about all situations and can support and suggest courses of action.

My Child At School (MCAS)

When your child joins nursery they will be registered on our MCAS system which we use for all school and nursery communication. You will be sent instructions about downloading the MCAS app, along with an invite to activate your account.

Please ensure you keep the nursery updated with your contact details.

Newsletters

We upload our electronic newsletters weekly on a Friday to our My Child at School app to keep you up to date with the latest developments in school, give you diary dates and occasionally ask for your help. If you find you are not receiving these, please contact the main office by emailing office@brookinfant.school so that we can help you. The newsletters are also always uploaded to the our website so please check there also.



Open Door

Our door is always open, please feel free to pop in after school to look at a piece of work that your child is particularly proud of or to see something in the nursery they talk about a lot.

Open Afternoons

We hold an open afternoon towards the end of every term from 14:00 until 15:00. This is a chance for you to come and look at your child's work and have a good look around their classroom, the school and nursery. We do ask you to fill in a topic evaluation form giving your thoughts and comments on your child's work over the last term.



Painting & Messy Activities

We always try to ensure that children wear aprons when taking part in potentially 'messy' activities. However, accidents can happen and sometimes children feel you may be cross or upset if they get paint, glue or clay on their clothes. Please try not to make your child feel anxious about this. We try to use products that wash out, and if using acrylic paint we work even harder to try to avoid accidents. It is important that all children participate in the full range of activities that are provided.

Parent Consultation Evenings and Reports

Each term you will have the opportunity to make an appointment to see your child's keyworker (on Microsoft Teams or face to face) on a more formal basis. This is done using an online booking system. During the first term you will be able to discuss how they have settled into nursery, in the spring term the keyworker will discuss your child's progress. In the summer term an Annual Report is produced. If you have any queries regarding the report, then please make an appointment to discuss them with your child's keyworker. However, please don't wait until our Parent Evenings if there is something on your mind – we are always here to help. We always believe it is better to deal with something little immediately so it does not have the chance to grow into something bigger.

Parent Helpers

We always need extra help in nursery. Sometimes it may be around the nursery (labelling books, helping in the library, photocopying, laminating, tidying and so on) or other times it can be to come in to join in with the play. All helpers must have a clear DBS check before working within the nursery or school and have provided one character reference. If you would like to help, then please make an appointment with the office to have your DBS completed online. You will also need safeguarding training which will be provided by the school.

If you do have some free time and would like to help, please let us know. However, we do prefer it to be a regular commitment if possible. Our days are very tightly planned and we would be planning for you to work with a small group of children, so we would also be grateful for as much notice as possible if you are unable to make a particular session.

If you can help then please let the nursery staff or Mrs Cox know. We ask that parent helpers in nursery wait until after the first half of the Autumn term before actually helping, as the staff need to get to know the children and settle them into the new nursery routines. However you are more than welcome to do administration work (they always have lots) or help within the school.

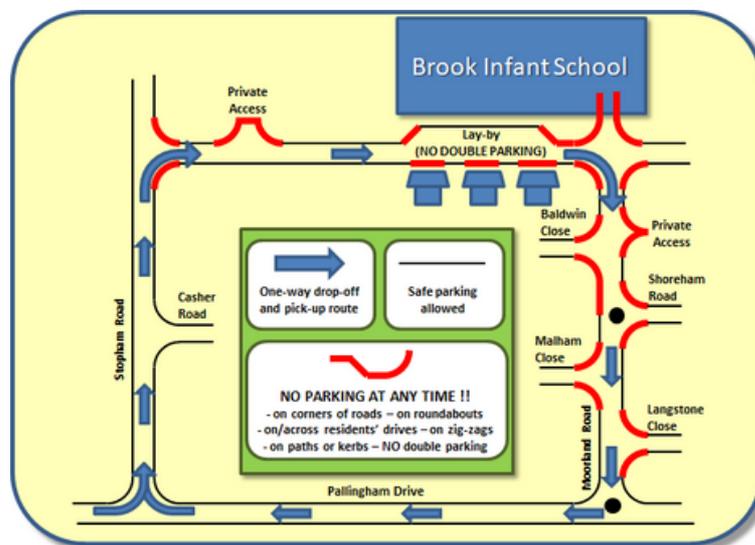
Parent Helpers Continued

It is essential that all parent helpers are highly confidential about working in nursery. You may hear or see things about children as part of the daily life in nursery. Parents may ask you about how their child has got on. Please ensure you refer them to the nursery staff and say it is not your place to comment. All parent helpers must sign a confidentiality agreement. Any breach of this may result in you being asked not to help in nursery.

We have a Parent Helpers and Volunteers Handbook so please make sure you have a copy of this before helping to familiarise yourself with our policies, guidelines and advice.

Parking

At Brook Infant School and Nursery we ask parents and carers to be considerate parkers to ensure the safety of our children and families and show respect to our local residents. Our Brook Infant School and Nursery Parking Promise is as outlined below. We ask that you use the informal one-way system as outlined in the diagram below.



Please do not use our car park for dropping off at breakfast club or picking up from after school clubs.

Brook Infant School and Nursery Parking Promise

- I will park considerately so that children can be seen and walk along the pavement safely.
- I will park in appropriate places avoiding the corners, zig zag lines and resident's drives.
- I will use the informal one way system.
- I will try to walk, scoot or cycle as often as possible.
- I will be a thoughtful driver to keep children safe.

Payments

We accept bank transfers, childcare vouchers and Government tax free child care payments. For any queries about payments please contact Mrs Jo Sutton by emailing sbm@brookinfant.school.

Passports

We are happy to sign photographs and complete declarations for passports applications as long as we have known the applicant for two years. The school charges £5 per application as a donation to school fund. This money is then used to support educational activities and events during the year.

Photographs and Films

We welcome parents taking photographs and films of their children at events such as the Christmas performance and sports day. However, these must only be used for your personal enjoyment at home. If any other child or member of staff is in the photo or film, it must not be shared on any social networking site.

Parents are asked at the beginning of Nursery and then the Reception year to give permission for their child to be photographed for school use such as our website, school photos (individual and class), newsletters and newspaper, social media, etc., throughout their time at nursery and school.

Pupil Funding at Nursery

Children Aged Two

Some children aged two may be eligible for up to 15 hours free entitlement funding and to access this parents would need to make their application on line by visiting <https://www.childcarechoices.gov.uk/>. If successful, parents will be given a unique code 5 or 6 digit reference number, which must be entered onto their completed Free Entitlement Parent Declaration Form and returned to Nursery. Private hours for children aged two are charged at £8.50 per hour.

Children Aged Three and Four – 15 Hours Free Entitlement

All children attending nursery aged three and four can claim 15 hours of free entitlement funding and this can be claimed in the term after their third birthday. Parents will need to complete their Free Entitlement Parent Declaration Form and return to nursery before funding can be claimed. Funding can also only be claimed if children are attending nursery in the week of Headcount day, which is usually two weeks from the start of the each term. If children are not attending in the week of Headcount day, no funding can be claimed for that term and any hours attended would be chargeable. Private hours for children aged three and four are charged at £6 per hour.

Children Aged Three and Four – Extended 15 Hours Free Entitlement (30 hours in total)

Some parents of children aged three and four may be also eligible to claim an additional extended 15 hours (30 hours in total) free entitlement hours. The criteria for the extended 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 cannot work because they are disabled or have caring responsibilities could also be eligible.

To find out if you are entitled to claim the extended 15 hours, please visit www.childcarechoices.gov.uk. Once you have been granted the additional 15 hours, you will be given an eligibility code which you must write on your Free Entitlement Parent Declaration form and return to the nursery – failure to complete the declaration form will result in free entitlement hours not being claimed and hours being chargeable

Children must be attending the nursery during the week of headcount day, which is usually the second week of term to receive this funding for the term.

Parents who think they may be eligible for 30 hours free childcare should visit www.childcarechoices.gov.uk.

Pupil Funding at Nursery

An application must be made in the term BEFORE their child starts Nursery to receive funding as shown below:

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	1 January	15 October to 30 November
1 January to 31 March	1 April	15 January to 28 February
1 April to 31 August	1 September	15 June to 31 July

Please note that parents who claim the extended 15 hours (30 hours in total) will need to re-confirm their free entitlement code every term to ensure that their funding continues. Each application made provides funding for the next term only. **It is parent's responsibility to log into their childcare account termly to ensure their funding continues** – please note that if details are not re-confirmed termly then the government withdraws funding and hours will become chargeable.

All applications for extended 30 hours must be made by 31st August 2022 at the latest to receive the funding in September 2022.

Please email Mrs Jo Sutton on sbm@brookinfant.school if you have any funding related questions.

Questions

If you have any worries or questions, please don't suffer in silence. We are always happy to help and can often quickly reassure you. Although we will always have time to listen in the mornings, we will have more time (and it will be quieter) at the end of the nursery day.

Reading

Reading is always an area that parents seem to worry about. It is a proven fact that if a child reads at home with an adult every night their reading ability will develop much more quickly. Please do not see your child's reading development as a race with other children – everyone develops at different rates. Remember that reading should be fun. Try to find time regularly to sit and share books together. Encourage your child to:

- Talk about the pictures and story.
- Predict what is going to happen.
- Tell the story in their own words.

We practice reading skills everyday at nursery in different forms – on the whiteboard, games, puzzles, flashcards, etc. The range is endless. We aim for your child to listen to stories and share books everyday.

At home, you can help by trying to commit to a bedtime story everyday as reading to children is an amazing gift.

Snacks

If your child is here all day they will need two snacks, or one snack for a half day. These must be in individually named pots. In order to encourage healthy eating our policy is that this is fruit, raw vegetables, plain breadsticks or rice cakes only.

Social Network Sites

We understand that many of you use social network sites such as Facebook, Instagram and Twitter. We ask that no photos of any school or nursery events that include staff or other children are posted onto these sites. We also ask that you make no mention of Brook Infant School and Nursery, or name any children or families within your posts or messages unless agreed with the school. Any posts that are made that may cause upset, offence or that could be deemed to compromise the reputation of the individual concerned or the school will be passed onto West Sussex's legal department.

We have our own Facebook Page and YouTube Channel under the name of Brook Infant School and Nursery and we share school information and celebrate the achievements of our children.

Sports Day

We have a sports day in the summer term that the whole school takes part in. You will be invited to come and watch your child.

Sun Cream

During the summer months we ask that you apply sun cream to your child before they come to nursery even if the weather looks overcast. Many companies now produce a cream that can last all day. The children learn outside a great deal in all weathers and so sun protection before they come is essential as the weather becomes warmer. On extremely hot days only, we will provide a quick top up of sun cream before the afternoon session. This is a top up for extremely hot days only and not instead of your application first thing. You will be asked to sign a consent form for this.



Tapestry

This is our online learning journal that nursery and reception parents can access to see what their child has been learning at school.

When your child begins at our school or nursery, you will receive information about connecting to our Tapestry Online Learning Journal.

If you have any questions or queries about Tapestry, please contact Mrs Emma Taylor by emailing schooladmin@brookinfant.school.

Texting Service

We no longer use texting to communicate, but instead we send push notifications via our My Child at School app to keep our families up-to-date of any events and issues. It is extremely useful if we ever have to close the school because of snow, etc. Please make sure we have your up-to-date contact information and this can all be altered in the My Child at School app.

Toilets

We understand that our nursery children may not all be independent with their toileting and some will need help or nappy changing. However being independent about using the toilet is a crucial part of a child's early development. It is helpful if the children learn to become confident about managing their clothes, wiping their bottoms, washing their hands and flushing the toilet. For any children who may have difficulty with personal care, we can put a care plan in place to help with toileting.

Toys

Please discourage your child from bringing toys to nursery. We love to see them but they can so easily get lost or broken and so we would rather not take responsibility for them and thus avoid the obvious upset that this will cause. On occasions, children may be asked to bring things in from home as part of their topic work.

There may also be times when we ask if your child can bring in a 'transitional' object to help them settle, but we will always speak to our families about this.

Uniform

It is not necessary for your child to wear a uniform in nursery. However, please do not send your child dressed in their best clothes.

We do have a nursery sweatshirt. Please make sure that if you have purchased a sweatshirt that it is 'named' otherwise they all look identical and this could cause a lot of problems.

Children should wear shoes or trainers. We would strongly discourage you from allowing your child to wear open toe sandals to school as their toes can be easily hurt in the very busy outside area and on the climbing equipment. Children also tend to trip more in open toe shoes. For nursery children, please try and send your child to school with shoes that fasten with Velcro and not shoelaces. This is because, if we have to tie the laces, it takes valuable teaching time, especially when we have to do it over and over again. However, also remember that shoelaces can easily become undone and this can be dangerous in nursery.

IT IS VITAL THAT EVERY ITEM OF UNIFORM IS NAMED.

It can be very difficult to identify individual sweatshirts. Please make sure you name all uniform. In the early days it helps the children to be more independent if they can quickly find their own uniform by reading their own name.

Uniform – Ordering Online

Our nursery jumpers can be ordered online from

<http://sasportsworld.co.uk>

Please note: SA Sportsworld Ltd offer free delivery to all Brook Infant School and Nursery parents - they have asked that for free delivery, parents choose 'pick up from store £0.00' as their delivery option, and items will be delivered to their school free of charge. There is a small charge if families would prefer to have items delivered to home.



V**BROOK INFANT SCHOOL AND NURSERY****W****BROOK INFANT SCHOOL AND NURSERY**

Website

We have a very informative website that can be accessed via www.brookinfant.school. We update this regularly with newsletters and information. Please let us know if there is any information you cannot find or if you have any suggestions.

Wellies

Your child will need a pair of wellies, clearly named, which we keep in nursery so that we can access outdoor learning and our woodland at any opportunity.

Writing

At Brook Infant School and Nursery, we have a very clear handwriting policy that has five stages for the children to progress through. Stage One focuses on the development of gross and fine motor skills. Stage Two focuses on letter shapes. Stage Three focuses on positioning. Stage Four focuses on joining through letter strings. Stage five focuses on style. We are careful to link our phonics and spelling with our handwriting so that then the spellings can 'flow out of the end of the pen'.

It is great if you encourage your child to 'have a go' at writing before they come to school. Please do not use capital letters (except for the first letter of their name). Please look at our 'Hand for Writing' approach within our English document on our website for further details.

X**BROOK INFANT SCHOOL AND NURSERY****Y****BROOK INFANT SCHOOL AND NURSERY**

You!

You are the most important people in your child's life. We all work best if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at nursery.

Be prepared when your child first starts nursery that they can be pretty exhausted and may not be quite the ray of sunshine that you said goodbye to at the beginning of the day! This will soon pass, as they become accustomed to their new routine – we promise!

If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are here to help.

Z**BROOK INFANT SCHOOL AND NURSERY**