

# Hart Memorial Primary School Nursery Unit



**Prospectus  
2017/2018**



Dear Parent

Welcome to Hart Memorial Nursery Class.

The purpose of this booklet is to help you and your child to feel a part of our Nursery Class, even at this early stage.

We believe that the partnership that exists between home and school lays the foundations for your child's success over the coming years. As such this booklet will outline for you our aims and vision for the year ahead and information about the day to day running of the nursery classes.

There are helpful details in relation to timing, snack time, uniform, etc.

We trust you will benefit from this information and together we will all be better prepared for September.

If you have any further queries please do not hesitate to contact me at school.

Yours sincerely

Principal

# Welcome!

Sending your child to nursery school is the first step (and perhaps the most important step) on the road to learning and education. We assure you that we endeavour to do everything possible to ensure that your child is happy, content and well settled throughout their year in nursery.

We have an open door policy in the nursery and hope that throughout the year you feel you can approach us if need be, and that together we can build a strong foundation for your child's learning and development as the triangle of home, school and child is established.



# Our Vision

At the ages of 3 and 4 children are just like sponges, soaking up all the experiences offered to them. We therefore aim to use this knowledge to plan and prepare practical, hands on, experiences in each of the 6 areas of the nursery curriculum which will develop the whole child.

It is often said "in nursery they just play". I would encourage you to look beyond this to the learning outcomes of the play that the child is experiencing and would like to help you do that through the words of this poem which we value as our vision.

"Play Today"

**You say you love your children,  
And are concerned they learn today?  
So am I; that's why I'm providing  
A variety of kinds of play.**

You're asking me the value  
Of blocks and other such play?  
Your children are solving problems.  
They will use that skill everyday.

You're asking what's the value  
Of having your children play?  
Your daughter's creating a tower.  
She may be a builder someday.

You're saying you don't want your son  
To play in that 'sissy' way?  
He's learning to cuddle a doll.  
He may be a father someday.

You're questioning the learning centres;  
They just look like useless play?  
Your children are making choices;  
They'll be on their own someday.

You're worried your children aren't learning,  
And later they'll pay?  
They're learning a pattern for learning,  
For they will be learners always.

-----Leila P. Fagg -----





# Our Aims

In Hart Memorial Nursery we aim to provide:-

- A happy, safe and supportive provision within which nursery children may learn through play.
- Support to all children and their parents/ carers during the initial “settling in” period – however long this may be. We will organise a meeting with each parent/ carer in the first half of the term to discuss how this is going. Please ask for a moment of our time at the end of the nursery session if required.
- Opportunities to investigate and explore the environment both inside and outside the nursery and to develop a positive attitude towards learning.
- Appropriate periods of time for learning through sustained involvement in play.
- A broad and balanced curriculum, allowing children to make choices and to develop their learning associated with:
  1. Personal, Social and Emotional Development
  2. Physical Development and Movement
  3. Language Development
  4. The Arts
  5. Early Mathematical Experiences
  6. The World Around Us
- To ease the transition between nursery and the main school through a close working relationship with the primary one classes. This offers all our children an easy introduction to school life. We also use the hall in the main school and make use of other facilities i.e. playground, playing field etc.



# Information about our Nursery

## HART MEMORIAL PRIMARY SCHOOL

Charles Street  
Portadown  
CRAIGAVON  
N. Ireland  
BT62 4BD



 Fax (02838) 332817

Principal: **J Shipley**

Email: [info@hartmemorial.portadown.ni.sch.uk](mailto:info@hartmemorial.portadown.ni.sch.uk) Website: [www.hartmemorial.org.uk](http://www.hartmemorial.org.uk)

## Nursery Staff

Head of Nursery  
Nursery Assistant

Mrs K Morrow  
Miss L Lindsay

Nursery Teacher  
Nursery Assistant

Mrs H Handy  
Mrs N Forde



Nursery First Aider and Child Protection Team Member  
Mrs K Morrow

## Nursery Day

8.55am – Doors open to welcome children  
1.25pm- 1.40pm – Flexible home time

# Induction

We aim to provide a safe and friendly environment making your child's transition from home to school as easy as possible.

To achieve this successfully our pre admission visits provides an opportunity for parents and children to visit school. By working together staff and parents can anticipate any aspects of the nursery day the child may find difficult, and can plan together to help the child cope with these.

The intake will take place over an 8 week period starting **Friday 1st September**

Our settling in period provides an opportunity to get to know your child on a 1:1 basis and therefore helps us meet their individual needs.

Your child will be given a starting date on the Induction night.

- first day your child will come to Nursery for 1 hour
- the rest of that week and week 2 9.00 - 11am/ 11.30-1.30pm
- week 3 - 8.55am- 11.45am
- week 4 - 8.55am - 11.45am/12.30pm (beginning of gradual intake of children staying for dinner)
- By week 6 all children will stay from 8.55 – 1.25pm
  
- Parents are welcome to stay with their child until he/ she is happy to separate.



# Daily Routine of the Nursery Day



8.55 – 10.15	Indoor Play
10.15	Snack Table cleared and set up for indoor Play
10.15 – 11.25	Outside door opens and simultaneous outdoor/ indoor play begins.
11.20 – 11.25	Tidy Up time is indicated by musical bells
11.25 – 11.50	Story room for story, discussion, songs and rhymes
11.50	Toileting
12.00	Lunch is served by Teacher and Assistant
12.45	Children are engaged in indoor, outdoor play or Music and Movement activities
1.25– 1.40	Flexible home time – parents can come into Nursery and lift their child from play
1.35	Indoor/ outdoor tidy up

# Uniform

Yellow Sweatshirt ( 'Hart Logo')

Black Leggings/ Jogging Bottoms/ Skirt

White Polo Shirt

Black Shoes/ Trainers (Velcro if possible)

It would be greatly appreciated if all parents would encourage children to wear their uniform **every day**.

*Our uniform is easy for your child to manage leading to greater independence.*

Uniform is also available from Davidson's and Jamison's in Portadown.

COATS, HATS AND GLOVES SHOULD BE SENT FOR OUTDOOR PLAY.

**ALL ITEMS OF CLOTHING MUST BE NAMED!**



# Informal Snack

A break is provided for your child each day consisting of one or more of the following:



Toast  
Bread and butter  
Pancakes  
Fruit (Apples, Bananas, Oranges, grapes)  
Yoghurt  
Crackers and Cheese  
Cereal  
Custard



Each child will also have a drink of milk or water.

To help to cover this cost we ask for a contribution of **£2.50 per week** (payable weekly). This money not only covers the snack but is also used to replenish resources that have been broken during the course of play. The amount is due each week whether your child is present or absent.

As the Nursery classes encourage healthy eating, only healthy options are available within the nursery setting. Do tell us about your child's dietary needs and we will make sure that these are met. We would ask parents to encourage children to eat the healthy option and refrain from bringing sweets, crisps, drinks etc. to the Nursery as these are not permitted. **No chewing gum allowed.**



# School Meals

It is the policy in the Hart Nursery Unit to provide all our children with a daily home cooked meal where possible. This is a very important part of the day as it:-

- Develops children's social skills
- Develops independence and self help skills
- Encourages them to try new foods
- Ensures the children are given a freshly cooked nutritionally balanced meal

Unless you are entitled to receive free school meals the Nursery must be paid in full for any meal consumed which is then paid to the Southern Education and Library Board at the end of each calendar month.

Free school meals application forms are available on request from the school office.

If any parent is having difficulty with the payment of meals they should speak to the Principal as soon as possible to come to an agreement about the repayment.

If the non- payment of meals continues over a period of time, the parent will be asked to collect the child at 12.00 noon and the child will only be able to consume meals again once all monies have been paid. An official letter will be issued stating that a child will not receive any more meals until the outstanding balance is cleared.

Please let us know if your child has a dietary requirement and these will be catered for.

School meals together with fund money will be paid for on a Monday. Each child will be given a money pot with the total money for the week recorded inside. Simply check what you owe, put the money into the pot and put the pot into the dinner money box on a Monday morning.

# Visits/ Visitors

Throughout the year, the children

- May experience visits to places of interest, for example;
  - \* Forest Parks to learn about e.g. changing seasons, Minibeast and where they live.
  - \* Veterinary Surgery to learn about different animals and about 'People who help us'.
- May experience visitors to school such as;
  - \* Theatre Companies
  - \* The postman, nurse, police, Fire Services
  - \* Dog's Trust

We hope all children will participate in all of these events.



# School Events

The nursery children will have an opportunity to take part in some whole school events e.g. Christmas performance, Energy Fitness.



# Birthdays

This is a very important day for your child and we like to make them feel special. If you wish you may send a Cake that all the Children will share.



# Newsheets



Regular monthly newsletters 'Nursery News' are produced to let parents know of meetings and events, planned themes for the next half term, fundraising activities, committee activities and other information that the parent should be aware of.

A monthly newsletter "From the Hart" will also be sent to you providing news from the whole school.



# Song & Rhyme Sheets

Each month your child will receive a song and rhyme sheet. This will list the songs and rhymes that relate to the topic being covered in school. We hope that together with your child you can enjoy singing or saying the songs and rhymes.

# Children's Trays

Your child has been given a pigeon hole. Encourage your child to collect the items in the box each day. Important notices, news sheets, letters and song and rhyme sheets for the attention of parents/ carers together with the children's work will be left in the box for collection.



# Assessment

Assessment of children is ongoing throughout the year. We try to set small manageable targets for your child. A parent teacher meeting will take place mid year to discuss your child's progress. If you have any questions in the meantime, please ask at the end of a session.

During your child's time with us in Nursery we keep a selection of each child's work in a portfolio. This helps us to show and prove your child's gradual progress in different areas. You will receive this at the end of your child's year in nursery.

# Book Bags

Nearing the end of the first half term, when all children have settled, we will operate a Nursery library so as each child can borrow a book bag. Please encourage your child to look after books that have been borrowed and return them in the condition in which they were found.





# Absence & Illness

If for any reason your child is unable to attend school please let us know. **Please DO NOT bring them to school if they are ill, even if they insist they want to come.**

You will be asked to provide details of contact numbers on your child's first day at Nursery – it can be distressing for your child if they become ill during our Nursery session and we are unable to contact Mum/ Dad/ Gran, to take them home.

Please note – Staff DO NOT administer medicine.

# Personal Possessions

When your child first comes to Nursery we appreciate that he/ she may wish to bring a toy from home to comfort him/ her. We do however try to discourage this later in the first term as the children grow in confidence.

Money, jewellery, etc can be easily misplaced and we ask that these be left at home.





# Leaving & Collecting your child

Children should come to nursery for 8.55am. You are welcome to wait outside the Nursery/ P1 block. **Please make sure at all times your child is supervised and does not run down the path towards the road. We are not responsible for your child until he/ she has entered the nursery classroom at the start of a session.**

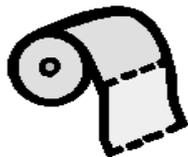
Please fill in the named collectors sheet and if need be the collection book in the foyer of the Nursery if someone unknown is to collect your child instead of you or the named collectors.

OLDER BROTHERS/ SISTERS OR OTHER CHILDREN ARE NOT ALLOWED TO LEAVE OR COLLECT CHILDREN AT NURSERY.

# Toileting

For issues relating to Child Protection we do not change a child should they have a toileting accident. This will mean that we may have to contact you at home/ work and would ask that we are able to get in touch with you during the day.

**All children should come to school having been toilet trained ( except in the case of a special need).**



# Nursery Policies



Copies of the pre-school's policies are available to view at the Nursery, please ask Mrs Morrow/ Mrs Handy.

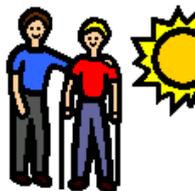
The Nursery's policies help us to make sure that the service provided by the Nursery is of high quality, and that being a member of the Nursery is an enjoyable and beneficial experience for each child and her/his parents.

The staff work together to adopt the policies which are reviewed annually. This review helps us to make sure that the policies are enabling the Nursery to provide a quality service for its members and the local community.

# Special Educational Needs

A part of the Nursery's policy is to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have.

The Nursery works to the requirements of The Special Educational Needs Code of Practice. The school's Special Educational Needs Co-ordinator is Mrs S Thompson.



# Points to Remember



It is important to:

- Always be punctual when collecting your child.
- Inform us in the collection book if someone other than the usual person is to collect your child.
- Always inform a member of staff when you have left your child and are taking him/ her from school at the end of the session
- Inform a member of staff when your child is to be collected early.
- When entering or leaving the building we ask parents to ensure that the Nursery door is tightly shut.

## On the first day

Please bring :-

- 2 up to date passport photographs of your child
- a box of tissues
- a hand pump container of liquid soap
- a bicycle helmet
- a pair of wellington boots

# Helping your child at home

- Read to your child
- Be a reader yourself. Children copy what they see adults doing
- Have your child read to you
- Write to your child and have your child write to you
- Ask your child to count things around them
- Allow your child to help you measure cooking ingredients
- Let your child help you make a grocery list and collect the groceries as you shop
- Talk to your child about the weather
- Ask your child what time it is
- Discuss with your child things that happened yesterday / things that are going to happen tomorrow
- Play with your child. Throw balls, run, jump, dance to music
- When travelling show and talk about finding locations on maps
- Take a nature walk. Look at the plants, animals, insects and birds that you come across
- Provide opportunities. Visit museums, zoos, libraries
- Let your child join the local library
- Ask your child what happened in school today
- Limit TV viewing. Studies show that academic achievement drops sharply for children who watch more than two hours a day
- Ensure your child goes to bed at an appropriate time and gets a good night's sleep
- Value your child's work and offer praise and encouragement



(Don't feel you need to do all of these things every day!)

