



Guildford Nursery School

www.guildfordnscs.surrey.sch.uk

Parent Handbook

Dear Parents and Carers,

Welcome to Guildford Nursery School.

We are delighted that you have chosen our school and look forward to working with you.

Guildford Nursery School is a Surrey County Council maintained school, and we have qualified teachers leading the development and learning.



We are very proud of our large, open and stimulating learning environments which provide children with opportunities to investigate, learn and discover through a range of exciting experiences, both inside and outdoors.

We have a Froebelian ethos which means that our principles and our approach are based on the work and ideas of Friedrich Froebel.

At our nursery school:

- Children are able to spend as much time as they like outside and they choose whether they spend time indoors or outdoors.
- Experiences such as gardening, cooking, woodwork, sewing, climbing trees, lighting a fire, and using clay are all features of our curriculum.
- Children are given autonomy to make choices with adults present to guide them when necessary.
- We accept each child exactly as they are and build on their strengths, providing the right support at the right time.
- The resources offered for children provide them with opportunities to really think and use their imagination, are often reusable and recycled, and are always beautifully presented.
- Children are given plenty of time and space to play and communicate.
- Staff look for the good intentions behind every child's actions.





- Adults observe each child carefully so that they can respond to their interests. They teach the skills and knowledge that the children need.
- Relationships between staff and children are always warm and respectful; together they share in the joy and delight that is discovery and learning.
- We work in partnership with families to enable each child to grow and develop to become confident, independent and ready for the next stage in their education.
- We help children to grow up feeling confident about their own identity, in a spirit of friendship, valuing diversity.
- We promote the fundamental human values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

We are here for all children and their families; if you have any comments or queries please do ask me.

Sally Cave
Head teacher
head@guildfordnscs.surrey.sch.uk

On behalf of the Governing Body, I would like to welcome you and your child to Guildford Nursery School.

We are naturally biased, but fully believe that we have a unique school, offering excellent development and learning opportunities and experiences for nursery school children and their families, with the added bonus of exceptional facilities and wonderful outdoor spaces at both our Hazel Avenue and York Road sites.

Whether your child will be with us for a few years, or just a few months, we look forward to working in partnership with you to make sure they have the very best start in life.

Andy Bagwell, Chair of Governors

Settling your child into nursery

Starting nursery is a big step, which is why the settling process is tailored to suit individual children as no child, or family, is the same. We start children gradually so they can get lots of support and attention. We want their first experience of school to be a positive one.

Each child is assigned to a Key Person who is either a teacher or an Early Years Educator. They will remain the first point of contact should you have any questions or concerns about your child.

The Key Person will contact you before your child starts nursery to arrange a home visit and to find out about your child. The purpose of the home visit is for your child and the Key Person to start getting to know each other in the place where your child feels most secure. It also means that your child will have a familiar face on their first day at nursery. The Key Person will bring a few toys to play with and will be with you for about 20 minutes.

When the time comes for you to leave your child at nursery, please make sure they know you are leaving and don't worry if they get upset or sad, this is quite normal. If they see that you are upset they will be too! If your child cannot be comforted by their Key Person, we will ask you to come back to nursery.

Thank you for your support. If you have any questions or worries then please talk to your child's Key Person.



My day in nursery school

(times are approximate)

9.00am or 9.15am – When I arrive at nursery, I wait quietly with my family for the gate or door to open. Sometimes I feel a bit nervous, but once the adults have said hello to me and my family, I feel happy and safe. I find my name card which I add to my key group photograph. I have a peg with my photo where I put my bag and coat. I say goodbye to my family, knowing I will see them later.



9.30am – My friends are here now and we can all play together, either inside or in the garden. I like to decide what to do by myself, but if I do not know what to do, the adults will always help me. If I am really interested in something they will let me explore it so that I can learn more about it.

10.00am – The snack bar is open, so I wash my hands and an adult supports me to choose what to have. I can have milk or water and a snack of fruit and vegetables.

11.30am – I need to put away the things that I have been playing with. I always know where to find the things I need. When I play and learn about new things, it's very exciting!

11.40am – I go to my key group area with my friends and we sing songs, read a story or play a game with our Key Person. They know the things that we like to do, the way we like to do them and how best to support us.

12.00 noon – Some of my friends go home, but I go to the toilet and wash my hands because I stay for lunch. Every table has an adult sitting with us so we can chat while we eat.

12.30pm – More of my friends arrive after lunch and again I can choose where to play. If I need extra help with anything, an adult may help me in a smaller group.

2.45pm – I help to put things back now and get ready for group time again.



3.00pm – Before I go home we have group time. We talk about what we have been doing in nursery today and what we have learnt about. I collect any letters that I need to take home along with my coat and bag. I like to be able to do these things myself.

I put things in my Learning Journey that I want to keep at nursery. I can look at it anytime and I like to show it to the person who picks me up from nursery. I say goodbye to my friends and Key Person, I can't wait to come back tomorrow for more fun!

How the children learn in our nursery

We follow the **Early Years Foundation Stage (EYFS)** which sets the statutory standards for learning, development and care for every child from birth to 5 years old. It is based on four principles:

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through positive relationships.
- Children learn and develop well in enabling environments, in which their experiences respond to their individual need and there is a strong partnership between practitioners, parents and carers.
- Children develop and learn at different rates.

We use a guidance document called Birth to 5 Matters to support our curriculum and knowledge of child development. www.birthto5matters.org.uk

Prime Areas:

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

Specific Areas:

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



The EYFS stresses the importance of how children learn as well as what they learn.

Playing and exploring – engagement	Finding out and exploring, playing with what they know, being willing to ‘have a go’
Active learning – motivation	Being involved and concentrating, keep trying, enjoying, achieving what they set out to do
Creating and thinking critically – thinking	Having their own ideas, making links, choosing ways to do things

Our aim is to develop your child’s skills, knowledge and understanding in all of these areas throughout the year. We realise that each individual child has different abilities and believe that by providing a variety of structured and stimulating learning activities we can enhance their potential. We use our garden as an extension to our classrooms so the children can experience physical activities such as nature kindergarten, gardening, building with blocks on a large scale, sand and water play and wheeled toys. We provide wet weather clothes for the children as we feel it is important they are allowed to play outside to experience all types of weather.

To find out more about our curriculum, please visit our website.



Developmental records

Every child has their own Learning Journey book in which staff put photos, pieces of work, observations and learning stories showing your child's learning and development. We encourage parents to add to this too.

Learning Journeys are stored in each Key Person's group area for you and the children to read at any time. They are given to you when your child leaves nursery.

Special Educational Needs and Disabilities (SEND)

We are an inclusive school and we work positively, supporting every child and every family.

Children who enter nursery with a previously identified special need may already have involvement and support from a range of professionals. Our Inclusion Lead will work with you, your child and all the staff to support children with any additional needs. Consideration will be given to the nature of their need and how this will best be met in school.

Children whose parents express concerns about their development are monitored and assessed by their Key Person with the support of the Inclusion Lead and the staff team during their settling-in period. It may be that your child is shy and finds it difficult to mix with other children or they may find it hard to concentrate and settle into an activity.

Any concerns that the nursery have regarding speech and language or a child's development will be discussed with parents. At this time, extra support may be offered or any suitable referrals may be made to a range of professionals. We will talk through with you any queries you may have.

A child with a medical condition does not automatically have special educational needs, therefore a health care plan will be put into place.

Three things you can do to help your child's learning



There are lots of things that you can do to help your child's learning; here are three that are especially important:

- Share a book, a story or a song with your child every day.
- Make time to listen and talk to your child. When you are in nursery, please keep your mobile out of sight so that you can talk together.
- Make time for your child to play every day, inside and outside. Join in if you like or help brothers and sisters to play together or arrange for other children to come round.



Behaviour

Children's behaviour includes everything they do, their approach to work and play, the ways they relate to other people and their responses to all the experiences they encounter at nursery, at home and the wider community.

Our aim is to create an environment in which each child feels confident, secure and happy and is able to reach their full learning potential. Our aims are:

- To encourage children to form positive relationships with each other and with staff as part of a group beyond their immediate family experience.
- To encourage children to do the "right" thing, not for reward or through fear of punishment but because they know it is right.
- To act as role models of good behaviour ourselves, demonstrating a calm demeanour, well managed emotions, open body language and positive tone of voice and language.
- To ensure that behaviour boundaries and expectations are clear to children, parents and staff.
- To work as a team, supporting and valuing each other and using a solution focused approach when challenges arise.
- When unwanted behaviour or conflict is displayed, we will describe to the children very clearly and simply that this behaviour is unacceptable and simultaneously:
 - Explain clearly and simply what we do want to see and hear
 - Make changes in behaviour in small steps, praising and encouraging even slightest progress in the right direction all the time.
- When conflict is involved:
 - We approach the children calmly, stopping any hurtful actions and acknowledging the children's feelings.
 - Ask the children what happened from their perspective and restate the problem to them, as children need to hear this verbalised in order to process the information.
 - Ask for their support and include them in finding the right solution. We do not necessarily make children say the word 'sorry', but rather help them to show they are sorry.

We believe the most effective way for reinforcing best behaviour is to reward it with verbal approval, smiles and our time.

Please ask at reception if you would like a copy of our promoting positive behaviour policy or go to our website.

Attendance and absence

It is important that your child attends all their nursery sessions, unless they are unwell. **When children come to nursery regularly and on time, they benefit by making more friends, feeling more settled and learning more.**

If your child is not well and unable to attend nursery then please contact us each day your child is ill via the Studybugs app by 8.45am for the morning session, or 12.15pm for the afternoon session.

The Studybugs app can be found at <https://studybugs.com> and is also available to download from the Apple App Store, Google Play and Microsoft. A leaflet is available from reception and our receptionists are happy to help with any queries.

If your child has diarrhoea or has been vomiting, they need to be free of symptoms for 48 hours before returning to nursery. This helps to prevent the bug from spreading to other children in the nursery.

If your child has a medical or other urgent appointment then please fill out an Absence Request form, available from reception.

Your child is not authorised to miss nursery for any other reason.

In exceptional circumstances you can request time out from nursery. Please fill out a form available from reception. This will be considered by the Headteacher.





Equality

Guildford Nursery School aims to provide equality and excellence for all in order to promote the highest possible standards.

As an organisation we believe that it is everyone's responsibility to:

- Promote equality, develop good community relationships and avoid discrimination against anyone for reasons of race, colour, nationality, ethnic or national origins, gender and gender identity, disability, religion or belief, sexual orientation or socioeconomic circumstances.

Policies and procedures

Policies and procedures can be found under the Policies and Procedures heading on our website. Alternatively please ask reception for a copy of the policy you require.

Nature Kindergarten

A forest school – or nature kindergarten as we call it – offers children an opportunity to learn in a setting where they feel comfortable and happy. We encourage investigation and adventure in a safe outdoor environment, and our children love it.

There's nothing quite like spending time outside. Children can enjoy the fresh air and exercise, while learning more about themselves and the world around them. We regularly see children becoming more confident, more talkative and more able to persevere when learning outside.

Our nature kindergarten is part of the fantastic outdoor space at our Hazel Avenue site. Children at York Road have regular opportunities to visit Dapdune Wharf.

All our nursery children attend nature kindergarten sessions during their time with us.



Early Years Pupil Premium (EYPP)

As providers of education and care for early years children, we are able to claim additional funding for some of the children who come to our school. This is called the Early Years Pupil Premium (EYPP). This extra funding is important because it lets us invest in the things that help to give your child a positive start to school life.

Parents/carers might qualify for the Early Years Pupil Premium if they receive any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Funding may also be available if your child:

- Is currently being looked after by a local authority in England or Wales
- Has been adopted from care
- Has left care through special guardianship
- Is subject to a child arrangement order

If you think that your child could be eligible, please ask for an EYPP registration form to complete. Any information you share will be completely confidential and will not affect any benefits that you receive. We use this additional funding to provide extra trips and experiences for eligible children.

Nursery times

Nursery times are as stated on your offer letter. You can book additional sessions if you would like - please ask at reception. Breakfast Club is offered from 8am and Tea Club is offered some days until 4:30pm, dependant on parent interest. Please see our website for up to date information.

Communication

We provide a weekly parent newsletter to keep you up to date with everything that is happening in nursery. You can access this via our Studybugs app. This can be found at <https://studybugs.com> and is also available to download from the Apple App Store, Google Play and Microsoft. You can also find the newsletter on our website under the 'Information' heading. Our receptionists are happy to help if you have any questions. Please do read the newsletter as it contains important information.

We have a Facebook page: @Guildford Nursery School. We also have a separate Family Centre page: @GuildfordFamilyCentre. Please 'like' and 'follow' us so we can send you regular information, examples of the children's activities and updates on all events associated with the nursery school and family centre. We also have an Instagram page – search Guildford Nursery School to follow our page.

If you would like to talk to your child's Key Person, the Assistant Head (SENCO) or the Headteacher, please make an appointment or ring or email us. You will of course be able to talk to staff informally every day when you drop off and pick up your child. Key People each have a work mobile if you prefer to call or text them directly. Please note that these will not be responded to while key people are with the children.

We value our close partnerships with parents and carers. If you are unsure about anything or have any worries or concerns, please talk to your Key Person who would be happy to discuss this with you, or to answer any questions you may have.

If you would like to get more involved, we have parents on our governing body and volunteering opportunities too. If you are interested please do ask at reception or talk to your Key Person or the Headteacher.



Healthy snacks

We ask that parents/carers bring in each week a few pieces of fresh fruit (not dried) or vegetables that can be eaten raw. We provide milk and water. There is no need to bring any drink for your child.



Birthdays and other celebrations

We will celebrate your child's birthday by singing Happy Birthday to them at group time. We use a pretend cake so that they can have the experience of blowing out candles; we usually take a photo of this for their Learning Journey.

We are not able to hand out sweets or cakes.

We like to recognise and celebrate each and every child and family in our setting. If you have a particular festival that you celebrate do please let us know so that we can share the experience with the nursery. We would love you to come in and show us how, for example, you make particular foods as part of your celebration.



Borrowing books to take home

We really promote the importance of reading and telling stories.

You will have an opportunity to borrow books from nursery .

Please ensure the books are returned before you choose another one.



Toilet training

If your child is in nappies, please ensure they arrive in a clean, dry nappy. During nursery sessions, staff will change a child's nappy when it becomes soiled or sodden. Nappy cream supplied by parents/carers may be applied and a medication form must be completed. Please label any cream with your child's name and ensure it is given to the Key Person; please do not leave it in your child's bag where other children could access it. We don't advocate the use of pull ups as these do not allow children to realise when they are wet.

Staff will work with you to toilet train your child when they are ready. We do expect children to be using the toilet at/or around the time they are 3 years old unless they have an additional learning and/or medical need. If this is likely to be an issue for you and your child please discuss this with our staff.

Clothing

We encourage children to become as independent as possible so that they can manage their clothing for themselves by the time they leave us. Dressing your child in easy to manage clothing really helps your child. Dungarees, belts, onesies, shoelaces and dressing up clothes are to be avoided please!

Please ensure that your child comes to nursery with appropriate clothing for the weather, e.g. a sunhat on hot days and shoulders covered. On hot days sun cream should be applied **before** your child comes to nursery.

The children can go in and out of the garden freely for most of their session. Children will often get messy or dirty in nursery so please dress them in clothes and shoes that they can run around and play in freely.

It is advisable not to send them in their best clothes as the most effective way for them to learn is through play and exploring.

It is helpful if you can provide a spare, named set of clothes for your child to change into if necessary. This can be left on their peg.



Medical needs

All parent/carers are asked to complete a Medical Needs form prior to their child starting nursery.

Prescribed medication will only be administered in exceptional circumstances as per our policy.

Non prescribed medication will not be administered to a child by staff as per our policy.

Please inform the Key Person if your child has had any medication before coming into nursery.

Please ask at reception if you would like a copy of our Medical Needs Policy.

Allergies

We are a nut free nursery. This includes peanut butter and all products containing nuts. If your child has specific allergies, please provide us with the details so that appropriate procedures can be put in place.

Accidents and existing injuries

If your child has an accident at school, minor first aid will be given by the staff. We will complete an accident form and ask you to read and sign it. If you would like a copy of this then please let us know. We will always contact you if your child has a serious head injury. Likewise, we ask that you inform us if your child has any bumps and scrapes at home. We realise that this is not unusual for young children.

Please note that staff are not medically trained beyond first aid, so please contact your doctor with any concerns.

Keeping Children Safe (Safeguarding)

It is the responsibility of Guildford Nursery School to ensure that children are safe and secure at all times. We have a clear comprehensive policy for safeguarding and child protection. It is a statutory requirement for all schools, settings and childminders to pass on information to Children's Social Care if they are concerned about a child's welfare or safety. We will usually discuss these concerns with you first unless a child is at risk of immediate harm.

We understand that all families go through ups and downs. We are here to offer help, support and guidance if things get difficult. Early help can often stop a small problem from becoming a big issue that might negatively impact on your child.

Please ask at reception or look on the website if you would like **a copy of our Safeguarding and Child Protection policy.**

Security

It is vital that everyone is safety conscious at all times. Please make sure that all doors and gates are shut behind you. It only takes a few seconds for a child to escape through an open door or gate!

Mobile phones, videoing and photography

We ask that you do not use your mobile phone while dropping off or picking up your child; we think it is important that you are available to listen to your child and talk with them. Please make any calls outside of the nursery buildings.

Please help us by not taking any photos as other families may not want you to photograph their children. If parents wish to photograph or video special events, the following rules apply:

- The Headteacher's permission must be sought.
- Videos and photos are for personal use only and not to be used on the internet or social media sites.

We will seek your written consent in order to use photos or videos. A consent form will be supplied when your child starts school. Please note: consent can be withdrawn at any time in writing.



Car parking

Hazel Avenue: there is a free car park on site for parents, carers, staff and visitors. Please **do not park** in the disabled bays unless you have a blue badge. There is also parking along Hazel Avenue. Please drive slowly and carefully, young children are not aware of the dangers of moving vehicles.

York Road: there is no car park. Waitrose has kindly agreed to let our parents use their car park, free of charge, between 9.00am-9.30am and 3.00pm-3.45pm. Please ask at reception for a permission leaflet to display in your car. Should you wish to stay longer, Waitrose has 90 minute parking available (fee payable), alternatively there are 2 hour free parking bays in the surrounding roads.



The Family Centre team

Our team are here to offer support and guidance to help you get the best out of family life. We aim to work in partnership with families to empower each individual to reach their full potential.

We provide a variety of courses and targeted sessions, which include Parenting Puzzle, Family Advice Sessions, Little Chatter Boxes, Welcome To The World and SENDsory Play groups.

Our centre has weekly clinics to provide primary care and facilitate family wellbeing.

For more information and how we can support your family, please visit our Facebook page [@GuildfordFamilyCentre](#) or ask at Reception.



We look forward to getting to know you and your child.

Contact us:

Hazel Avenue, Guildford Surrey GU1 1NR

Tel: 01483 566589

Email: admin@guildfordnscc.surrey.sch.uk

York Road, Guildford Surrey GU1 4DU

Tel: 01483 566589

Email: info@guildfordnscc.surrey.sch.uk

Guildford Family Centre at The Spinney

Southway, Guildford, Surrey GU2 8YD

Tel: 01483 510570

Email: receptionfc@guildfordnscc.surrey.sch.uk

www.guildfordnscc.surrey.sch.uk