



 **Equality**

 **Co-operation**

 **Respect**

 **Quality**

 **Social skills**

# Leigh Beck Nursery

## Parents Handbook

**Welcome to you  
and your child to  
our Nursery!**

Thank you for considering Leigh Beck Nursery as the right starting place for your child.

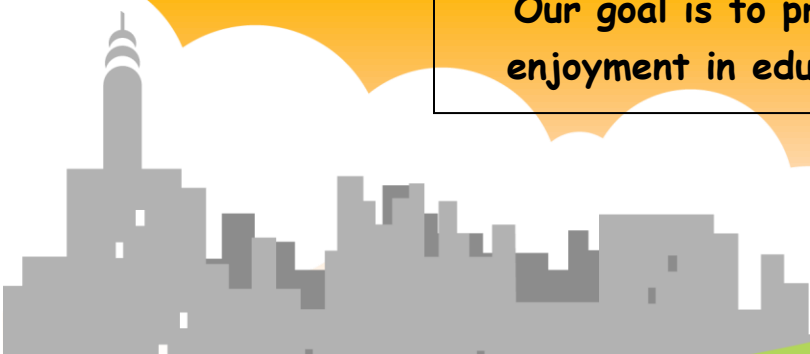
This prospectus will help you to learn more about the life and work of our Nursery.



Learning begins in the home and throughout your child's schooling the home environment will continue to influence their educational development. In our Nursery we are dedicated to encouraging your child's learning by offering a stimulating and varied curriculum, a secure environment where he/she will be encouraged to fulfill their academic potential, respect and co-operate with other children and communicate openly with their peers and key worker.






**Our goal is to promote  
enjoyment in education!**





## **OUR NURSERY HAS:**

A purpose-built building with -




-  Bright play areas and adjoining toilets
-  A secure outdoor play area with soft play surfaces and large apparatus.
-  A fully functioning kitchen for preparing snack and children's cooking.

## **SETTLING IN**

The settling in period is a very important time in Nursery for your child. We will try hard to make the transfer from home to Nursery a happy experience. Parents are welcome to bring their child into the room and spend as much time as necessary settling their child. Each child will be allocated a Key Worker within their first week who will be responsible for building a supportive relationship with your child and recording their achievements.



## **BRINGING AND COLLECTING:**

-  All children must be accompanied to and from school by a responsible adult.
-  It is important that children are dropped off and collected on time as they will become anxious if you are late.
-  Please inform us in advance if there will be someone new collecting your child.

## **GENERAL INFORMATION**

Leigh Beck Nursery opened over 25 years ago. The Nursery is staffed by a qualified teacher and nursery nurse, with an adult ratio of 13:1. It is run under the direct management of Northwick Park Primary Academy and a partnership with parents is seen as essential.

Terms and holidays are usually in line with the Primary Academy Trust.

### **Daily sessions are**

8.30-11.30.

We offer 30 hour funded spaces until 3pm

## **SNACK TIME**

Children have a snack at mid-session. The cost of this snack will be 30p per session payable weekly or half termly in advance.

The snack will comprise of a drink (milk or water), and a wide variety of foods. Often the children will have prepared and cooked their own snacks.

**Please inform the Nursery if your child has any food or drink allergies.**

## **JEWELLERY AND VALUABLE ITEMS**

The only earrings which are acceptable in Nursery are small studs and we would request that you ensure your child does not wear any other jewellery. If your child wishes to bring something precious from home to show the Nursery it will be kept in a safe place until home time.



## GENERAL INFORMATION

### Medicines

If your child requires prescription medication, we are able to administer doses of these under parents instructions. We can also supervise the use of inhalers. These will be supervised by an adult and will be administered in conjunction with a care plan.

### Uniform

Children should wear something practical and comfortable i.e. jogging bottoms not jeans with buttons and zips. There are school sweatshirts available to buy at all times from Penn Sports. Shoes with Velcro are preferred to those with laces.

## PARKING AND ENVIRONMENT

Please do not park in or near the school or use the drive as a turning point or parking area. Parking is available in the nearby Football Ground

Please help us to keep the school environment clean by not bringing dogs onto the premises or dropping litter.

**The school, including the grounds, are a smoke free environment.**

## SICKNESS

Children who become unwell at Nursery will be cared for until parents can be contacted. It is important that the Nursery has an up-to-date record of telephone numbers together with as many additional contact numbers as possible. If your child is absent for any reason, please notify the Nursery as soon as possible.

School Phone number 01268 682322 or Nursery Phone Number 01268693608



## NURSERY DAILY PROGRAM

Everything at Leigh Beck Nursery is carefully planned to inspire children to enjoy learning.

### Morning session.

8.30-9.00 - Flexible entrance time and free play.

9.00-9.30 - registration and teaching input.

9.30-10.45 - Discovery Play.

10.45-11.00 - Tidy up routine and story/song time

11.00-11.25 - Snack time

11.30 - Home time

## 30 Hour Extended Offer

We are able to offer places for extended hours for parents who are entitled to the extended funding (see the GOV.uk website or speak to Mrs Smith for more information). These hours can be taken between 8.30am - 3.30pm.

If a child is not entitled to the extended offer, parents are able to pay for afternoon sessions. This is charged at £3.50 per hour or part hour and is bookable with the nursery on a daily basis.



### Little Bears Breakfast Club

Leigh Beck Infant Academy holds a breakfast club each morning which is run by our own school staff. Children are welcome to join us from 7.30 am for breakfast which includes toast, cereal fruit, yoghurt and a drink etc, followed by activities. There is a daily charge to cover staffing and food costs. This currently stands at £3.50 per child per session.

To book a place for Little Bears Club parents may contact the office or the Nursery to book a place for their child (01268 693608) or by email to [littlebears@leighbeck-inf.essex.sch.uk](mailto:littlebears@leighbeck-inf.essex.sch.uk). This facility can be used regularly on set days or on an as needed basis.

### Little Bears After School Club

We also hold an After School Club every day until 5.15pm. During After School Club children can play games (indoors and outdoors), read, and take part in craft and cooking activities as well as watching TV. We offer children fruit and a drink on arrival and then a snack later in the session. There is a charge of £3.50 per hour/part hour per child to cover staffing and food costs.

# EARLY YEARS FOUNDATION STAGE CURRICULUM

Play is the child's way of learning and its importance cannot be over emphasized. For the child, there is no division between play and work. Play is work, when children are playing they are learning. Play needs to be usefully planned to achieve a balance between independent and direct activities. Play allows for exploration, observation, development of language skills, social development and development of manipulative skills. There are a variety of play situations, solitary, spectator, parallel and partnership play where a child can discover, re-discover, and build on past experiences.

## COMMUNICATION AND LANGUAGE

We aim to provide a stimulating environment that helps children to look and think in different ways and ask questions building upon what they bring with them and exploration of their new nursery.

## PERSONAL AND SOCIAL DEVELOPMENT

We aim to meet the child's emotional, social intellectual and physical needs preparing our children for life in a multi-cultural world. We will encourage children to become independent, confident and learn to appreciate their similarities

## PHYSICAL DEVELOPMENT

We aim to provide multi opportunities for physical development and lay the foundations for a healthy lifestyle and attitude in the years to come. Children will be encouraged to learn new skills, move expressively to music, control their bodies and be aware of aspects of space when moving.



## LITERACY

We aim to provide a positive attitude to books and ensure that your child's first encounter with books is a pleasurable experience associated with listening to stories, rhymes, and poems.

Opportunities will be provided to practice and develop manipulative skills to encourage emergent writing using a wide variety of different media.

## MATHS

We aim to provide for mathematical development by planning activities based on play and introducing mathematical language as early as possible using songs and rhymes. Children will be encouraged to think logically and make judgments based on reasons and comparing possible alternatives.

## UNDERSTANDING THE WORLD

We aim to provide a wide range of experiences to allow children to explore, predict and ask questions about the world around them. Children will have opportunities to collect, investigate, observe, garden, discuss, cook, use sand and water, use special equipment and use all their senses.




## EXPRESSIVE ARTS AND DESIGN






We aim to foster children's creative and aesthetic learning through the development of arts and crafts. They will be encouraged to use, explore, and create with a range of materials. Children will respond with enthusiasm to music and rhyme and have opportunities to experiment with sound.

## HOW CAN I HELP MY CHILD AT HOME?

The most important influence on your child's learning throughout the nursery year is what you do together at home.



-  Talk about Nursery in a positive manner.
-  Talk with your child about each Nursery topic.
-  Encourage your child to talk about their day.

-  Encourage interest in books
-  Share stories together and discuss the pictures.
-  Sing nursery rhymes together.
-  Talk with your child about colours of clothes etc.
-  Take every opportunity to count with your child.



-  Teach your child to put on and take off their coat.
-  Encourage your child to look after their toys and share when opportunities arise.
-  Encourage independent toileting and hand washing.

