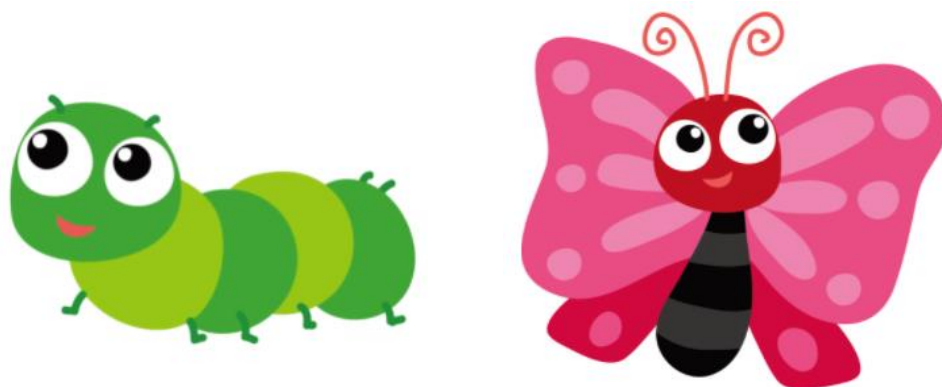




*“Tomorrow’s success begins
today”*

*Welcome to
Kents Hill School & Nursery*



*Caterpillars & Butterflies
September 2021*



Kents Hill School

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A warm welcome to Kents Hill School & Nursery

The staff and governors would like to take this opportunity to welcome you and your family to the Early Years Unit of Kents Hill School & Nursery. Nursery is the first year of the Early Years Foundation Stage of your child's education in school. Following this, we hope they continue their education in our Reception class.

Here at Kents Hill we aim to provide a happy, secure, friendly and stimulating environment where children learn and have fun together, supported by an enthusiastic and professional staff team. Your children will arrive at our Early Years unit as experienced learners, bringing from home a great deal of knowledge about themselves and their world. We hope to be able to work together to build on, and extend their developing interests, skills and experiences through a play based learning approach.

Our Aim

At Kents Hill we aim:

- To work in partnership with parents/carers to establish positive home/school links to celebrate our children's learning & achievements.*
- To create a safe and happy environment where your child will feel excited about learning, through meaningful and constructive play.*
- To support everyone's learning journey, encouraging excellence, with determination and courage, in a safe and friendly environment.*
- To provide an exciting and stimulating environment in which learners will gain confidence, independence and a sense of responsibility.*
- To deliver opportunities for everyone to acquire and apply knowledge and skills, preparing them for the future challenges of our ever-changing world.*
- To build an outstanding community based on kindness, honesty and respect for ourselves and each other.*
- To prepare them for the next step in their education.*
- To have lots of fun!*

Introducing the Team

Miss Murray - Early Years Teacher



Hello I am Miss Murray and I am very excited to be your teacher!

Here is a little bit about me:

- I really enjoy painting, baking and singing!
- I have two dogs called Angus and Hattie and a cat called Daisy!
- My favourite colours are purple and green!

In class you will also have Mrs Simpson and Mrs Hayer to support you with your Learning and Development in the Early Years.

My name is Mrs Simpson

Here is a little bit about me:

- I have two daughters, Molly (23) and Eleanor (15)
- I have a few pets – a dog called Snoop, a guinea pig called Tinie and a gerbil called Piper
 - My favourite colour is yellow
- I enjoy meeting up with my friends and I spend a lot of time going to the theatre. My favourite musicals are Matilda & School of Rock



My name is Mrs Hayer

Here is a little bit about me:

- I have 2 daughters Manisha and Serena
- I enjoy cooking & spending time with my family.
- My favourite colours are pink & red.

What time will my child start/finish?

It is important that children arrive at school on time. When they arrive at the same time as the other children, they follow the same routines and settle into the session more easily. Please aim to arrive on time every day.

Caterpillars

All Nursery children are entitled to 15 hours of funded childcare and attend Nursery from 8.50am – 12pm, Monday to Friday. Children who are entitled to 30 hours of funded childcare attend Nursery from 9am – 3pm, Monday to Friday.

Go to www.childcarechoices.gov.uk to see full details of funded childcare and to check/apply for eligibility. If you are eligible you will be allocated an 11 digit code. You will need to advise staff in the school office of this number and then renew the code each term during the year.

Butterflies

| | |
|-----------------|--------|
| Doors Open | 8:50am |
| School day ends | 3:00pm |

***Morning registration is taken at 9am – please be aware that arrivals after this time will be recorded as late. Frequent late arrival at school is monitored by our Attendance Officer and may incur a Fixed Penalty Notice.**

Please note;

- Adults over 16 must bring and collect your child to and from school. You must inform us of who that person will be.
- If someone other than the normal adult is collecting your child for any reason, you must let us know either in person or by telephone. The person collecting will be asked for a password that you will have previously given to school.
- If you are unavoidably late, you must also let us know so that we can reassure your child and avoid them becoming too upset. It is important that children are collected on time. Late collection should only be in exceptional circumstances – you will be asked to sign in the late book and give a reason for lateness. There may also be a charge for late collection in line with our childcare costs.

Care Club

We are able to provide extra wraparound care from 7:30am-6pm, subject to places being available. Please ask for details of cost per session.

Parents as Partners

How can I prepare my child for school?

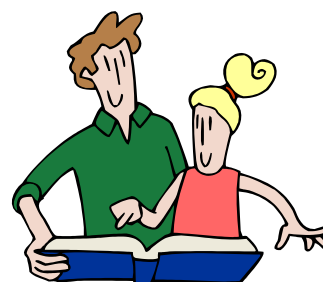
- ❖ If your child has not been in Nursery or another setting, try to get them used to other people.
- ❖ Encourage your child to independently put on and take off their coat, socks and shoes. This will enable them to manage their own coat as they go in and out of the learning areas.
- ❖ Encourage your child to dress themselves. Be patient and give them plenty of time. Get them used to being dressed early in the morning so they have that as part of their routine before starting school. Children will also be expected to put their coats on independently at playtime and to hang them on their peg when they come into school.
- ❖ Make sure they can manage the toilet on their own and can ask clearly when they need to go. This includes remembering to flush the toilet and wash their hands. Help them to independently use a tissue to wipe their nose.
- ❖ Children learn through play. Let your child experiment at home with dough, water and sand. Helping to clear up is also part of their learning.
- ❖ Talking with your child is very important – and so is listening to them. Try to answer their questions if at all possible. Talk about different emotions and explain to them that they will be able to speak to the adult in school if they are unhappy or upset.
- ❖ Give your child the chance to follow instructions. Praise them when they have done as you ask.



How can I support my child's learning?

Here are some of the ways you can become more involved with your child's learning experiences and help build a unique link between home and school:

- Provide opportunities for your child to play imaginatively at home.
- Share a book with your child every day, talk about books, read familiar words to them. For example, labels on their favourite foods, family names. Enjoy a wide range of books, e.g. poems, nursery rhymes and information books together.



- Encourage your child to listen to songs, music, stories and rhymes and retell or sing them back to you.
- Talking with your child is very important – but so is listening to them. Try to answer their questions and encourage conversations.
- Encourage them to count and use numbers in everyday situations and in nursery rhymes.
- Help them to match and sort things, e.g. putting knives and forks, cups and saucers and socks into pairs, or sorting out big and little tins and putting packets into order of size.
- Give them the chance to use their fingers and hands, e.g. building with bricks, cutting out with scissors, helping with baking or food preparation and fastening zips and buttons.
- Encourage them to express their own ideas and feelings using crayons, pens, pencils, paint, music, dance and play.
- Encourage them to take turns and share with siblings and friends. Let them lose at games sometimes!
- Let your child draw on big sheets of paper with thick crayons, pencils and chalks. Help your child to cut out – they may need special scissors if they use their left hand.

How will I know how my child is getting on at School or Nursery?

Parents have an extremely important part to play in helping their child at school. It is expected that you will support your child with their learning. We complete on-line learning journals throughout the year, sharing your child's development. Observations and photographs are recorded using a system called Evidence Me. We will encourage you to contribute to this by submitting photographs and videos of learning that takes place at home.

There will be a Termly Learning Conversation (TLC) early in the Autumn Term so that we can share your child's progress and how well they have settled in. Parents may also see the class teacher at other times during the terms if they have any concerns or would just like to see how their child is progressing. If you have any queries or worries please do not hesitate to contact your child's teacher. We would rather you talked to us as soon as possible about any concerns you have. If your teacher has any concerns about your child's progress or behaviour, they may request a meeting to discuss how to help your child.

What does my child need for school?

Clothing

Our school uniform consists of black or grey trousers and skirts, with a white or pale blue polo shirt. Children wear royal blue embroidered sweatshirts or cardigans, which are available to buy from Kedaph Schoolwear Ltd, our locally based supplier www.kedaphschoolwear.co.uk (see inside your pack for details). All clothing **must** be clearly named.



Caterpillars Clothing

We ask children attending Nursery to wear an embroidered school sweatshirt, cardigan or T-shirt along with black or grey jogging bottoms or leggings. Wearing the school uniform helps your child to have a sense of belonging.



As we will be outside every day in all weathers, please provide full waterproofs and rain boots for your child when they start in September, to be kept in school. We know the benefits of outside learning and want the children to explore and investigate, no matter what the weather.

Clothes need to be easily removable to help your child become more independent especially when going to the toilet. Aprons are provided for painting etc. but clothes may get a bit messy from time to time due to the nature of nursery activities. Children must wear footwear that is suitable for outdoor and indoor activity – preferably without shoe laces.

Butterflies Clothing

We ask that children wear black school shoes that they can fasten independently, with white/dark socks or plain dark tights. It is very important that their footwear is suitable for climbing and playing.

Book bag

Each child will need a book bag. It is important that these are kept clean and safe, as some letters from school may be put into book bags, along with books and children's work. These are available to buy from the school office and will need to be checked on a daily basis. Please check book bags at the end of each day as all letters and notes will be sent home via book bags.

Spare clothes

For children in Caterpillars or if your child is prone to having toileting accidents, we recommend that your child has a spare set of clothes in school at all times.

Lunchtime

All children at Kents Hill School from Reception upwards are entitled to a free school meal, however Nursery parents can choose to pay for a hot meal for their child. We have hot meals delivered to the school each morning by our provider Dolce. Parents can select a main (meat/fish), vegetarian meal or a jacket potato with filling. Orders must be placed online in advance for the term. However, if needed, this can be done up to 9am on the required morning.

If you prefer to send in a packed lunch, it must be sent with your child in the morning. We encourage a healthy lunch. It should not contain sweets or chocolate and due to children's allergies in school, no nuts or chocolate spread is allowed. We also discourage yoghurt tubes, as these sometimes "explode" down school jumpers! If you send a yoghurt in a pot, please also provide a spoon. All children may bring in a juice drink for lunchtime, if desired, although water is always available on the tables. Children can have a water bottle in their learning area as long as it is filled with water.

Snacks

Children are provided with a piece of fruit to eat at snack time, free of charge.

Milk is available for your child via the 'Cool Milk for Schools' scheme. This milk is supplied free to children up to their fifth birthday. Once your child turns 5, you may apply and pay for milk through the 'Cool Milk' scheme (see the school office or the website).

P.E

Starting after the October half term break, your child will have PE once a week. They will come into school in their PE clothes. Look out for more information nearer the time.



What will my child do during the Early Years

In our Early Years Unit we provide a broad, balanced and rich education through a range of activities. Our Early Years department is made up of two Year groups, our Nursery class is Caterpillars and our Reception class is Butterflies. Our unit is one open plan room with two classroom pods for Reception and Nursery; we have a lovely outdoor space with some sheltered area too. We also use the garden and woodland areas in the school grounds. Our Nursery and Reception children will work together most of the day. This will help our older children to develop their personal, social and emotional skills by being helpful and supporting the younger children. It will support Nursery children to settle in quicker as they will have amazing peer role models to learn from.










Each child will take part in a number of woodland exploring sessions during their time in Early Years. We are very fortunate to have our own woodlands area within the school grounds called 'Natures Corner'. It is incredible to see the improvement in the confidence and skills of the children as a result of the woodlands sessions. They are able to confidently take risks and explore in a safe environment. Children need to make sure they have wellies and waterproofs in school to ensure they can take part in all



weathers

In Early Years we use the Characteristics of Effective Learning to plan opportunities for children to develop skills in the 7 areas of development;

| Prime Areas | | | |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Personal, Social and Emotional Development  | Physical Development  | Communication and Language  | |
| Specific Areas | | | |
| Literacy  | Mathematics  | Understanding the world  | Expressive Arts and Design  |

The provision in the Early Years Unit is enhanced regularly in response to the children's changing needs and interests. We plan carefully to ensure children are continually learning through their play. Alongside this, we also respond to the seasons and the calendar, giving a 'shape' to the children's year. This provides special, one-off opportunities for exploration and learning such as festivals that are celebrated by groups of people emphasising togetherness and participation and community.

A Typical Day in the Early Years may look like this...

In Early Years we like to read lots of stories and enjoy nursery rhymes. There will also be a daily circle time to share ideas with the group. Butterflies will have a daily phonics lesson to practise their sounds and their reading whilst Caterpillars will spend time playing lots of games to practise their speaking & listening skills. The majority of the time is then spent "Learning & Exploring" where the children will get to enjoy exploring lots of fun activities in the area. The children also have a snack time during the morning. Some of Caterpillars class will then go home whilst everyone else gets ready for Lunchtime! Children will eat their lunch in the hall.

After Lunch we will have a fun Maths activity then it's off to "Learning and Exploring" again! They will then have an exciting afternoon activity, this will change each day, it could be a sports activity, an art activity or learning about the world! We will always finish with a story and some singing before home time!

Behaviour

Our school Behaviour Policy is based on promotion of positive behaviour and by praising exemplary attitudes and behaviours.

*We have 3 main Golden Rules in our Early Years...
“Kind hands, kind words, kind feet.”*

Children are rewarded for displaying positive values and attitudes, including towards their learning. If children have difficulty following our Golden Rules, we will try to help them to understand how their behaviour is affecting others. Continuing unacceptable behaviour will be shared with parents. Children learn much more quickly when parents and school are working together. Our Behaviour Policy can be viewed on the school website.

Lenny Lion's Learning Zoo

We explicitly teach our children the skills they need to be good learners by using the Lenny Lion's Learning Zoo. Each animal in the zoo teaches the children a specific skill that will help them with their learning.



*Go For It Gorilla – I will have a go
Persevering Parrot – I keep trying.
Slinky Linky Snake – I can make links.
Proud Peacock – I am proud of what I do.
Creative Chameleon – I have my own ideas.
Exploring Elephant – I am an explorer.
Concentrating Crocodile – I join in and concentrate.
I Know Rhino – I play with what I know.
Choosing Chimp – I choose ways to do things.*

Health Matters

Toilet Training

It is recommended that children are toilet trained before starting nursery, but we do recognise that children develop at different rates. Please talk to Miss Murray, if you have any concerns regarding toilet training.

What if they have an 'accident'?

You are asked to provide a change of clothes for your child in case this situation occurs. The staff will help them to change into their fresh clothes. You will be asked to sign an 'intimate care' letter to give permission for adults to clean and change your child if they are wet or soiled.

What happens if my child is ill?

If your child is not well enough to attend Nursery or School, please phone before 9am to let us know they are not coming in, and the reason for their absence. If your child has a sickness or diarrhoea bug, they cannot come into Nursery or School for 48 hours after the last episode.

If your child becomes ill whilst in our care, we will contact you to explain the situation and ask you to collect your child as soon as you can.

If your child has a bump or scrape, we will administer simple First Aid and note it in our accident book. You will receive a message if your child has had a head bump at school and there will be a note in their bookbag. Other bumps will be recorded and a note put in your child's bookbag. If your child has an accident requiring a doctor's attention, becomes unwell or receives a severe bump to the head, we will contact you immediately.

Medical Needs

If your child has an ongoing medical need which requires either treatment or monitoring, please ensure that you share this information with staff as soon as possible. If staff are required to supervise a child taking medication, for example, an asthma inhaler, we will need prior written authority and full written instructions. Please ask the school office for a form.

School Environment

Before our school doors open at 8.50am and again, after 3.00pm, please note that your child is your responsibility. It is therefore important that you are aware of where your child is at those times and that they are behaving as we would expect at Kents Hill School.

We close and lock the school gates at 3.10pm, so that after school clubs can use the grounds safely. We therefore request parents to leave the playground by that time.

We encourage families to walk, scoot or cycle to school, wherever possible. This has many benefits to individuals, as well as reducing congestion by the school gates. Cycle/scooter parking is available within the school grounds, but please ensure that you and your child walk from the school gates, for the safety of all our families.

The car park at the front of school is Council property and is sometimes patrolled by PCSOs. We ask that you park in the bays and never block in other drivers. The two disabled bays should only be used by those who have a blue badge and need closer access to the school. The school gates must be kept clear in case emergency vehicles need access to the school grounds. We do recommend that parents park a little further away from school if possible, in order to avoid congestion. However, please be considerate of our neighbours, who may need access to their drives.

Attendance & Punctuality

At Kents Hill, we aim to help children and families into good habits for life. There are 14 weeks of school holidays through the year and we encourage you to take your family holidays during these periods. If you need to request an absence during term time please complete a leave of absence form. Until children reach the age of 5, attendance at school is not compulsory, but builds good practices.

Finally, we hope this will be a long and successful partnership between school and your family.

WELCOME TO KENTS HILL SCHOOL!