

Welcome to

Windsor Nursery School

Oak Room 3 - 4s



Our OFSTED REPORT (2013) states that

'The excellent relationships that staff quickly make with children in their care help children to feel secure and valued in nursery











Staff know the children very well and have a good understanding of how well they are doing. This information is used well to plan learning activities that draw on children's interests. This ensures that children are excited by the experiences on offer. As a result, they concentrate on activities for a considerable time and enjoy their learning.'

Windsor Nursery School
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www.windsorcentre.com

MEET THE STAFF IN OAK ROOM – 3-4's

		
Kay Key person	Sharon Key person	Lynn Key person
		
Susan Early Years Practitioner	Rachel Key person (AM)	Dal Key person
		
Kerry Early years Practitioner Inclusion Plus	Rachel Teacher (PT) Inclusion Plus	Kam Early Years Practitioner (PT) Inclusion Plus
		
Susan Forest School Support/ lunch support	Claire Foster Head Teacher	Jill Watts Deputy Head Teacher/SENCO

The key principles which shape our ethos and pedagogy at Windsor for our children and families are:-

Ensuring that all children get to really know themselves and to appreciate they are competent, capable thinkers and learners who form effective relationships, feel secure, are supported to develop their ability to regulate their feelings, emotions and behaviour.

- We value parents as a child’s enduring educator
- We foster the development of children’s characteristics of learning—how children learn alongside what they are learning
- We recognise the importance of children having
 - effective communication
 - secure attachments
 - good self-regulation as a development key to learning
 - spaciousness, time, quiet and attention in a rich natural environment

This then ensures that children are ready and able to access the rest of the curriculum on offer at Windsor.

Our curriculum is based on the Early Years Foundation Stage

A unique child	Every child is a <i>competent learner from birth</i> , who can be <i>resilient, capable, confident and self-assured</i>
Positive Relationships	Children learn to be <i>strong and independent</i> from a base of loving and <i>secure relationships</i> with parents and key person
Enabling Environments	The environment <i>inside and outside</i> plays a crucial role in <i>supporting and extending</i> children’s development and learning
Learning and Developing	Children develop and learn in <i>different ways</i> and at <i>different rates</i> and all areas of learning are equally important and interconnected

Play underpins all development and learning for young children.

Play is the basis from which each child’s learning begins. Children need to be actively involved in play situations which give them opportunities to explore, discover, imitate, pretend, talk, listen and solve problems with the companionship of other children and of supportive adults who work alongside the children as knowledgeable companions, observe them, listen to them, support their learning and then at key moments challenge their thinking or teach specific skills to scaffold the children’s learning.

A Day at Windsor

Welcome time This supports children's personal, social and emotional development, communication and literacy skills

Each key person welcomes their own children in their special way. This is a time to nurture and support, settle and set the tone for the day. Parents are made very welcome. Children self-register during this which supports their literacy development

Small group time—the children work in their small family group with their key worker on particular skills, or aspects of learning. This supports their personal, social and emotional development, communication, maths, ICT and physical skills. Each key person plans their own activity based on their clear knowledge of their key children and their needs. Staff have different special routines which they establish with their children. Staff plan each day for this session individually and use their outcomes to plan for the following sessions.



Area play - indoors and outdoors—during this session staff are based in specific spaces indoors and out and children choose where they wish to play. At times we take the lead from the children's fascinations and at other times we offer provocations, starting points, resources but most importantly we as staff revisit and reflect together on what has been developing to unpick children's deeper thinking. Significant moments of children's learning are captured in their learning journeys so they can be shared. Staff work as researchers alongside the children, and act as expert's within the areas of provision they support to children and other staff. This supports all areas of learning especially understanding of the world, physical development and expressive arts and design. There are additional opportunities available which include Forest Explorer sessions and bespoke focused group work to support social, communication and physical development when required. We have appropriate clothing for outdoors for the children and staff whatever the weather.



Café. This supports children's personal, social and emotional development and communication skills. It provides opportunity for friendships to deepen, healthy lifestyles to be developed and self-help skills to emerge



Once routine is established children freely access the café which is overseen by a member of the team. Healthy eating and care routines are supported such as washing hands and disposing of rubbish when finished. Personal and social development is enhanced as children are encouraged to use this as a social time when friendships are developed and good manners are demonstrated alongside rich communication opportunities

Rhyme and rhythm time this supports the development of literacy and maths skills. *Research has shown that children who have a repertoire of rhymes and songs and can keep a beat make rapid progress in many aspects of learning from counting, reading, talking and also having a chuckle together - so we use this whole group time to build up the children's knowledge of rhymes rhythm, beat awareness and fun. These sessions happen a couple of times a week as circle times*

This is the time when all the children gather together and provides an opportunity of a sense of belonging. Staff take responsibility for and select different songs, movement, singing and signing rhymes to share. Children will have opportunity to share music from a range of cultures, use instruments, counting and number rhymes, singing and signing, and circle time celebration.

Family group time this supports personal, social and emotional development, literacy and communication skills and maths concept development

Again in their family group the children share stories, play games, use the computers and sensory activities. This provides opportunity to share together with their friends and teacher.

This provides a calm end to the session and enables parents to collect their children from their key person and provides an opportunity to share any special information with them.

Ensuring children make the very best progress

Each child's progress and development is tracked and monitored throughout their time at Windsor by each child's key person through observation, small group time work, learning logs, focused targeted work and parents are regularly encouraged to share their own knowledge of their child and discuss their child's progress through their child's learning journey and face to face.

Staff work closely together to share expertise and reflect on each child's learning. Next steps in learning which are developed with parents are put in place during their time with us to ensure children are making continued sustained progress. Progress of the group of children as a whole is analysed termly to ensure all groups of children are making the very best progress.



Home visits

Establishing our relationship with our children and their families is very important to us.

Parents are the children's first and most enduring educator and you already know lots about your child that will be of interest and help to us as we work with your child.



In order to begin these relationships you will be visited by your child's teacher at home on a day and time that is convenient for you. This will enable our staff to meet you and your child and collect useful information about your child.

Think about what they enjoy doing, who is special to them, what their favourite toys are and where they like to play too. If there is anything else that is significant about your child that you would like to share with us too we would love to hear about it. We shall also check contact details and any other information necessary.

If any contacts/phone numbers change, please ensure you inform your child's teacher immediately. We must always be able to contact someone for your child should they become unwell or have an accident. If a child is not collected and we cannot contact anyone we have a duty to contact the Local Children's Services Team.

Nursery Sessions

Your child can come to nursery for 15 hour each week. They will be allocated a morning or an afternoon place.

Morning Nursery 8.30 – 11.30 MAIN SESSION

Afternoon Nursery 12.30 - 3.30 MAIN SESSION

Your questions answered

All of the team at Windsor are always happy to help you. Please tell us if you are worried or unsure about anything. Here are answers to some of the questions parents often ask.

How much does it cost?

Nursery is free of charge. We ask for £1 a week nursery fund to help pay for extras like special visitors, cooking items etc.

What if my child is ill?

Always telephone us to let us know if your child is not going to be at nursery. Children need to stay at home when they are unwell. They need to be clear of any tummy upset for at least 24 hours before they return to nursery.

If your child is taken ill at nursery we need to be able to call you or a relative to take them home. We must have a number that is up to date and where there will always be someone to answer the call.



We have members of staff throughout the centre who are fully trained in First Aid. If your child hurts themselves at nursery we will tell you about it and ask you to sign our accident book.

What if my child needs to take medicine?

The Medicine Policy for School states that in special circumstances prescribed medicine may be given to your child by a member of staff. Forms have to be completed and signed by you and member of staff, the medicine has to be labelled with the child's name, date of birth, the name and strength of medication, the dosage and when the medication should be given and the expiry date before we can give medicine to your child. It will be stored securely

Can my child still come if they are in nappies?

Children develop at different rates but usually children are toilet trained by the time they are three. If your child is finding this difficult we are happy to work with you to help them. It does not stop them taking up their nursery place.

How do I know my child will be safe?

All the team are well qualified and experienced in working with young children. Anyone who works at Windsor has had a disclosure and barring service check to say they are a safe person. All gates and doors are kept securely locked. Our designated child protection lead is Rena Patel or if absent Claire Foster or Jill Watts. Please take a look at our Safeguarding policy under the governance section of our website.

Only staff are allowed to let people in and out. All children have a password that their parent chooses in case someone else has to collect them in an emergency. This person **must** be over 14 years of age.

Fire drills and risk assessments are regularly carried out. Dogs are not allowed in the grounds or to be clipped to the fence. Smoking is not allowed on site. Please do not use mobile phones or cameras within the Windsor Centre.

I am worried that my child will be upset

Every child is different. Some children settle straight away. Other children need a bit longer. We ask you to stay with your child for a time within the first few days while they are getting to know us. We want them to feel comfortable and it is worth spending the time they need at the beginning to give them a happy start. We will always contact you if your child needs you.

Your child will be in a Family Group with around ten to twelve children in the nursery. They will have a special teacher to be a key person for them in the nursery. Your child's special teacher will come and visit you at home so that they can get to know you and your child better.



What if my child is not learning?

If we are worried that your child is not learning as they should be we will always tell you straight away. Please

tell us if

you have any worries. We will then work together to make sure that help is at hand to support them. We work closely with other professionals like the speech therapy team and with your agreement we can ask them for specialist advice if required. Our Special Needs Coordinator is Jill Watts. For further information visit our website and take a look at our local offer for SEND.

What do they eat at nursery?

Milk, water and fruit are available for the children each day. We support the children to eat healthily. Please tell us about anything your child should not eat. We always ask about allergies and cater for these.

What should my child wear?

Children need clothes that are easily washable as the best play is often the messiest! They also need clothing that is easy to take off and put back on themselves as developing their independence is very important. Jogging bottoms, sweatshirts and T shirts are best for boys and girls. Velcro fasteners on shoes are essential. We do have a small supply of Windsor logo uniform. If you would be interested in purchasing this please ask at reception for details. We provide suitable clothing for outdoor play – wellies, fleeces and waterproofs!

What if my child is naughty?

Sometimes children are not used to being with lots of other children and having to share and take turns. We talk with the children and model kind behaviour so that they know what is acceptable. Young children are eager to please so we reinforce kind actions with praise.

When behaviour is unacceptable or they have hurt other children we would give them 'time out' and tell you about it. We always explain that it is the child's **behaviour** - not the child that we do not like, and help them to understand what is acceptable.



Complaints Procedure

Please let us know early on if you have a complaint to make.

Our policy is:

- Arrange to talk privately with the member of staff concerned.
If you are still unhappy ask to take the matter further
- Speak to the Head teacher who will try to see you on the same day. She will discuss the matter with you and the member of staff to try to sort out the issues
- If you are still not satisfied the Chair of Governors will be involved

A list of the Governors of Windsor Nursery School is available from the reception.

We teach our children to treat everyone with respect at all times and we expect everyone within our setting to do the same.



Windsor winners



We have some simple rules in nursery to make sure we take care of everyone and everything.



**Always share kindly
with everyone**



**Always have kind
hands and feet**



Always use kind words



Always help to tidy up