

*Keston Primary  
Nursery Brochure*





# KESTON PRIMARY SCHOOL

Headteacher: Mrs. C. Murphy, BA, PGCE, NPQH

Keston Primary School  
Keston Avenue  
Old Coulsdon  
Surrey CR5 1HP

Tel 01737 555103

Fax 01737 550851

Email: [office@keston.croydon.sch.uk](mailto:office@keston.croydon.sch.uk)

Dear Parents/Carers

The Governors and Staff welcome you to Keston Nursery. If your family is joining our community for the first time we welcome you as parents and look forward to a happy and successful association. If you already have a child here at Keston, we hope to strengthen our existing links with you to enable us to work together to provide your child with the best education possible.

The school recognises that you as parents and carers are the first educators of your children and we therefore encourage you to liaise closely with staff. We in turn will listen and reflect on your comments; working with you to ensure that your child will have a happy, secure, productive and rewarding nursery experience.

We trust that each child will reach their potential and be confident in their own abilities thus developing a truly positive attitude to school. Your child's experience in these early years has a major impact on their future life chances.

We look forward to working with you and your children.

Yours sincerely

Claire Murphy  
Headteacher



**Keston Nursery** is part of the primary school and consists of two classrooms with integral toilets and a large outdoor space, including a sheltered area.

The Nursery provides education for 52 children. All children attend the morning session with an option to stay all day in sessional care, paying fees for the extended session.

Children enter the Nursery in the September of the academic year in which they are 4 years of age. The children attend five days each week during school term time and are based in classes of 26, each with a full time teacher and a teaching assistant.

The Sessional Care provision, which is managed by the Early Years Leader, is staffed by a nursery nurse and teaching assistants - with an overall ratio of 1:8 (children with Special Educational Needs may be allocated additional adult support).

**A separate application must be made to the Primary School of your choice for entry into Reception classes, as children do not transfer automatically to Keston Primary School.**



### **SESSION TIMES**

Morning session  
(15 hours funded)  
09.00 am - 12.00 pm

Sessional Care (self-funded/funded  
through extended 30 hours)  
12.00 pm - 3.00 pm

## The Early Years Curriculum

At Keston Primary School our Teaching and Learning Policy aims for each child to feel secure and confident in order to develop in all areas, and to become independent learners.

We believe that each child is an individual, with different experiences, expectations and they are at different stages of emotional development.

The Early Years are among the most important in the lives of our children, and during their first five years they will make greater educational advances than in any future period of similar duration.



Play is vital to the overall development of their bodies and minds and during these years it is used to ensure natural physical development and the fostering of their social, emotional, spiritual and intellectual growth.

At Keston Nursery we acknowledge the importance of play in children's learning. Children are most successful when they are actively involved in first hand experiences, both indoors and out. Play enriches their overall development, developing self-awareness and self-esteem, their confidence and a true sense of achievement. Play has no right or wrong, allowing the children to learn through mistakes, and play motivates children to learn, sustaining their interest and concentration.

The nursery and reception years are part of the Early Years statutory framework for children aged from birth to 5 years.

The Early Years Curriculum is carefully structured, building on what a child can already do, with relevant and appropriate content matching children's needs.



Children need the opportunity to explore, experiment, talk, observe, question, test, repeat, reflect and plan. There are many opportunities for the children to engage in activities that are planned and supported by adults and also those initiated by themselves. Activities are also designed to encourage the children to talk and respond to adults and their peers.

The principles which guide early years work are grouped into four main themes:

- Every child is a **unique child** 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 needs and there is a strong partnership between practitioners and parents and/or carers.
- **Children develop and learn in different ways and at different rates.**

The Early Years Foundation Stage curriculum involves activities and experiences in both prime and specific areas:

**The Prime Areas are:**

**Communication and Language** - which involves giving children opportunities to experience a language rich environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

**Physical Development** - which involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children are also helped to understand the importance of physical activity and to make healthy eating choices.

**Personal, Social and Emotional Development** - which involves helping children to develop a positive sense of themselves and others; to form positive relationships and respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.

**The Specific Areas are:**

**Literacy** - which involves encouraging children to link sounds and letters and begin to read and write. Children are provided with access to a wide range of reading materials (books, poems, and other written materials) to encourage their interest.

**Mathematics** - which involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple number problems and to describe shapes, spaces and measures.

**Understanding the World** - which involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



**Expressive Arts and Design** - which involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.



Detailed planning ensures that the curriculum activities are balanced and stimulating and an overview of the plans is available for parents/carers to view. We also offer suggestions as to how parents and carers might support children's learning at home.



Our staff regularly observe the children in their play, working closely with individuals and with groups of children. We keep individual records for each child in every area of learning and share our assessments with parents/carers at an interview with the class teacher each term, agreeing on 'next steps' for children's learning and development. These records are passed on to the next school/class, and a summary of the children's achievements is provided for parents at the end of the Nursery and subsequently their Reception year.

All children are treated as individuals and given equal access to the full curriculum in order to fulfil their potential, by exploring and developing skills. Therefore no child will be excluded because of his/her race, culture or religion, home language, family background, special educational needs, disability, gender or ability.

## Useful Information for New Parents

### **1. Home Visits**

Parents are offered an opportunity to talk to their child's class teacher about their child and his/her needs at a home visit. At this initial meeting with families, in the security of their own home, we can begin to build a positive and productive relationship which will facilitate a smooth transition into the Nursery environment.

### **2. Starting Nursery**

Parents will be given a time to arrive at nursery for their child's first day; this is an opportunity for you to spend an hour in the nursery environment with your child. On the second day the children will be welcomed into nursery on a staggered starting time to enable staff to settle each child into their new environment. Parents or Carers are most welcome to stay with their child if necessary; as a general rule we do not encourage you to leave if your child is crying. Parents of anxious children are encouraged to stay for a while, but take their child home before the child becomes distressed. In these cases we slowly build up the length of the session.

Sessional Care will commence on the first full nursery day.

### **3. Daily Routines**

The children are welcomed into their class room and asked to find their name and photograph for the self-registration board.

At the start of the session the children will have an opportunity to explore the activities available. This is followed by a quiet 'getting together' time, taking about ten minutes. This gives the opportunity to share news and for staff to tell the children about the activities on offer and to set them challenges for the day. It is therefore important that the children arrive promptly at the start of the session.

The Nursery activities are diverse and carefully planned. The children are encouraged to approach tasks and work individually or in small groups in their classroom, working with staff or whilst being observed. Many of the Nursery activities specifically encourage independent skills and interactive opportunities.

We regularly have 'circle time' offering opportunities for speaking and listening activities and discussion times.

The children work towards specific learning outcomes according to their ability, so that tasks may be differentiated to meet the needs of individual children. Assessments are written from these findings and shared with other staff as appropriate.

Our staff observe the children's progress in all areas of learning so that individual targets can be set from the observations and shared with parents/carers.

Role-play and imaginative play is also encouraged with staff monitoring the child's progress in these areas on a regular basis.

The curriculum extends into the outdoor area - which we use as an 'extended classroom' and the children are encouraged to use it throughout the session - even in poor weather. It is therefore essential that the children have adequate clothing each day. They will be encouraged to tackle many physical tasks and challenges which may result in small bumps and bruises as they perfect different skills!

The children reassemble in their own groups for a story time/singing session and a reflection on their day at the end of the session.

#### **4. Parents in the Nursery**

The child's education begins at home. Parents are the first educators and therefore, recognising this, we hope to work together with you to make a positive impact on your child's development and learning. We endeavour to promote an effective partnership between staff and parents/carers.

Parents are welcome to come in to work alongside us on a regular or occasional basis once the children are settled into the Nursery routine. All volunteers must complete a DBS form and are asked to sign an agreement which outlines the schools Health and Safety, Safeguarding and Confidentiality policies. It is not appropriate for parent helpers to talk about any individual children outside of the classroom.

A member of staff is usually available at the beginning and at the end of the session should you need to pass on information, but appointments can be made should you wish to talk in more detail about your child.

Several opportunities will be available to discuss your child's individual needs. We offer 'feedback' appointments to report on your child's strengths and areas for development each term, as well as workshops and open days, parents evenings, visits and social events.

We aim for each parent/carer to feel valued and endeavour to listen to their individual needs concerning their Nursery child, respecting their comments and suggestions.

#### **5. Good Behaviour Policy**

At Keston Nursery we believe in rewarding and modelling good behaviour. We have clear expectations of acceptable patterns of behaviour and endeavour to give the children strategies for obtaining these.

We aim for each child to develop a sense of responsibility for his/her own behaviour and self-control.

To achieve this we aim to provide a secure, supportive and non-threatening environment in which the child feels able to direct and control his/her own behaviour in a socially acceptable style. We aim for the children to respect themselves, their peers and adults and their environment.

We demonstrate and reinforce positive behaviour in the Nursery.

If a child's behaviour is of concern to the staff, the class teacher will talk to the parents/carers to help build strategies to manage the situation.

Should a child hurt another in the Nursery a member of staff will inform the parents/carers involved. Staff may then monitor the pupil's behaviour and, if necessary, write specific close observations and record any incidents. Should the situation persist appointments are offered to the parent/carers to allow greater time for discussing the problem.

All matters pertaining to the individual child remain confidential within the staff team.

## **6. The Library**

The Nursery has an informal lending library in operation, where children have the opportunity to browse and select a book with the parents/carers, at the beginning of the session and take it home to share. This encourages book-share and pre-reading skills that can be reinforced be with you at home.

Many of our books have been donated and occasionally we find one that is not suitable or in a bad state of repair. Should you find a book that you feel is not appropriate please hand it to a member of staff.

Donations of books suitable for our library collection are welcomed.

## **7. The Learning Library**

The 'Learning Library' is an opportunity for you and your child to borrow resources and activities from school to support their learning. Activities range from making a sandwich to word building, from creating imaginative stories to practicing physical skills.

All activities are aimed to support your child's development within the Early Years Framework and enable you to help and support your child in their learning at home in a creative and fun way.

The 'Learning Library' is open once a week and children and parents together will be responsible for looking after each pack at home for a week. Then they will return the pack to school so the activity can be borrowed again.

Part of the purpose of the learning library is about working in partnership with parents to develop/support children's learning and we'd love to hear about your child's experiences as you enjoy the activities together.

When the children are settled into school, we'll send a letter home to let you know how to join and what the arrangements will be.

## **8. Outings and Visits**

Nursery trips are arranged and involve the whole family where possible. This encourages the link between Nursery and home, extends the children's experiences and provides opportunities for social interaction. We aim to keep costs down to a minimum.

## **9. Special Days and Workshops**

We regularly hold Special Days celebrating our topic or theme, or we may invite the children to bring or wear something special to share or demonstrate.

Workshops for parents/carers and children to work alongside each other are held each term, including a Nursery Fun Sports Day. If it is not possible to offer sessional care on family days, or other special days, we will endeavour to provide adequate notice for parents to make alternative arrangements.

## **10. Uniform**

All children in the nursery are expected to wear the nursery uniform; this has been selected to ensure the children are wearing practical and easily managed clothes as they will be encouraged to use the toilets independently, dress and undress themselves for PE activities and use the climbing apparatus and outdoor equipment each day.

The uniform is:

White or blue cellular collared sports shirts or T-shirt with school badge

Royal blue sweatshirt with school badge

Winter - navy blue track suit bottoms/leggings

Summer - royal blue shorts

Trainers or closed in shoes - with velcro fastening only

Shorts, and T-shirts and sweatshirts with the school badge, can be purchased from the school via Parent Pay or by completing the form available in the school office.

Coats are required as we make daily use of the outdoor areas in all weathers.

**Please name all clothes and shoes which your child wears to school.**

We provide aprons for the children to wear for creative and messy activities, but please remember that these are not totally paint and glue proof. School paints and glue should wash off their clothes if soaked overnight in a cold detergent solution.

## **11. Health and Safety**

**Medicines:** Parents whose children need to be given medicine during school time for chronic complaints such as asthma, must provide written instructions on the dose to be given. Medicines must be clearly labelled with the child's name and administering instructions and handed directly to a member of staff. They are stored in a locked cupboard and collected by an adult. We only administer short courses of medicines for acute conditions if prescribed by a doctor and relevant forms are completed.

**Sickness:** Children will not be admitted into the Nursery if they have been sick or have had diarrhoea during the previous 48 hours. Parents/Carers will be contacted if their child is thought to be unwell during the school day.

**Absence:** Please let us know if your child is not able to come to Nursery for any reason. (01737 555103 or [office@keston.croydon.sch.uk](mailto:office@keston.croydon.sch.uk) )

**Playground Equipment:** The Junior, Infant and Nursery apparatus are only for use during session times, with a qualified member of staff on duty. Keston School will take no responsibility for accidents on the apparatus outside of school times; therefore, children must not climb on any apparatus before or after Nursery times.

**Access to Nursery and Parking:** Access to the school for Nursery parents and children is through the entrance in Court Avenue. These gates will be unlocked from 8.30 until 9.15 and from 11.50 until 12.15. The doors to the Nursery must be kept firmly shut at all times for the children's safety. We monitor the doors and gates at your arrival time, so we ask you to be prompt in bringing and collecting your child so we might spend our teaching time profitably. Late arrivals must contact the school office via the intercom by the main gate on Keston Avenue and register at the school office. Please take older siblings to their class before coming to the Nursery.

Parents may not access the school car parks; parking is available in Keston Avenue and surrounding roads but as you will appreciate these roads become very busy. We would ask you to take care if parking in surrounding roads so as not to obstruct local residents' driveways. Please do not park, drop off or pick up on the yellow lines outside the school.

We encourage the children to walk to school if at all possible; we have a number of scooter pods and parking for bikes and would encourage you to use these. However all riders must dismount and wheel their cycle/scooter across the playground to prevent accidents occurring in the crowded playground.

Dogs are not permitted on the school site at any time.

**Security** Children must be brought right into to the Nursery and directly handed over to a member of Nursery staff at the beginning of the session. The staff will ensure that your child is handed back to you directly at the end of the Nursery session. *Please be sure to notify Nursery staff if you have arranged for someone else to collect your child.*

**Jewellery:** In the interest of safety, jewellery with the exception of small studs for pierced ears may not be worn in the Nursery.

**Sun Cream:** The staff are not permitted to apply sunscreens to the children, please protect your child before he/she comes to nursery.

**Food:** Parents of children with allergies or special diets must give the Nursery staff clear and explicit written information about food restrictions.

We include cooking in the curriculum and taste a variety of foods throughout the year. We will notify the parents of children on a restricted diet in advance so that an appropriate alternative may be provided.

## **12. School Fund**

School fund is used to provide for Christmas activities, gifts, cooking, playdough ingredients etc. A voluntary contribution is requested at the start of the autumn term. (£10 per year and £5 for additional children - payments are made through Parent Pay)

## **13. Policies**

Copies of our Early Years Policies and Procedures are available for you to read. Whole school policies, many of which apply to the Nursery, are available on the school website.

The plans for the half term and some brief suggestions of how you might extend your child's learning at home may be displayed on the notice board in the lobby. Additional termly curriculum information will be emailed to parents and can be found on the school website.

We encourage parents and carers not to take holidays during school term time in line with our whole school policy. However, we acknowledge that you may have pre-booked holiday dates, if this is the case please ask for a holiday application form from the school office.

## **14. Parent Teacher Association**

Keston Primary School has an active PTA to which all parents automatically belong. It is lively and well supported and the school owes much to the efforts of past and present members, in the amount of furnishings and equipment which has been provided for the children. Their co-operation and interest has greatly enriched the life of the school. An AGM is held in the Autumn Term and a warm welcome is extended to all new parents. Each class has a representative and meetings are held regularly.

## **15. Things for the Start of Term**

**Draw String Bag:** When the children start Nursery they will need a small, clearly named draw-string bag, to leave at Nursery, containing a complete set of spare clothes (including socks). We find children are much happier to change into their own clothes when/if necessary. Please also provide a small pack of wipes. Keston school bags are available for purchase if you wish.

**Book Bags:** Children are encouraged to choose a book and take it home to share with parents/carers each evening. To protect the books we ask you to provide a bag for this purpose. Keston book bags are available to purchase from the school office.

**Tissues:** Each child is asked to bring a box of tissues at the beginning of each term.

## 16. Sessional Care

A maximum of 24 children may attend *Sessional Care* from 12 noon until 3pm. Parents/carers are required to sign a contract agreeing to pay in advance for their chosen days and half a terms notice is required for changes to the arrangements.

*Sessional Care* is staffed by a professional and experienced early years' team. It is managed by the Early Years Leader, organised day to day by a nursery nurse and supported by teaching assistants to provide a ratio of 1:8.

The children eat lunch together in the infant school hall and may bring in a packed lunch or request school dinners. The afternoon session will offer a wide variety of activities held both inside and out, which will both stimulate and encourage each child's Early Years development. Although each day is different, every session ensures that there is a specific time for the individual, with speaking and listening time, 'book-share' opportunities as well as many collaborative tasks and physical activities. The atmosphere is relaxed and tired children may, of course, take a rest when necessary.

All the guidelines from this Nursery Handbook apply also to *Sessional Care*.

**Lunch Boxes:** the school promotes 'Healthy Eating' and we request that you provide a sensible amount of food that might include a small pot of prepared fruit; some chopped raw vegetables, a small sandwich and perhaps a small yoghurt (please remember to pack a spoon). The children will drink water, which is provided. Please do not send crisps or chocolate or drinks. We put all uneaten food back in their lunch box so that you can assess how much they have eaten. The Nursery does not have access to a fridge - so please provide small ice packs and be wary of sending meat etc. in the warmer weather. You are asked not to send any nuts or knowingly include any foods containing nuts into Nursery.

When children are collected from *Sessional Care* before 3pm on any day, they need to access the Nursery via the school office. Should your child be absent from contracted afternoon sessions payment is still required.

On occasions when we will not provide *Sessional Care* (e.g. school trips) you will not be charged. We endeavour to give you plenty of notice. We usually offer a 'workshop' session for an entire morning each term where we ask that each child has an adult to work alongside them. On workshop days, *Sessional Care* can be provided during the afternoon.

For additional information about our school, please refer to the School Brochure available on our website at [www.kestonprimary.org.uk](http://www.kestonprimary.org.uk)