



# Welcome to Old Park Nursery

Dear Parents, Carers and Children

Welcome to Old Park Nursery. Our Nursery is part of Old Park Primary School and we offer early education for children between 2 and 4 years old. We have 4 classrooms, Squirrels for 2 year olds and Badgers, Foxes and Owls for the 3 and 4 year olds. We are open for 38 weeks a year during term time. We are open five days a week between 8:00am until 4:00pm.

Morning funded sessions start at 8:30 and finish at 11:30am. Afternoon funded sessions start at 12:30 and finish at 3:30pm.

There is also after school care until 4:00pm for children of nursery age.

## Old Park Primary School & Nursery

Brunel Road, Malinslee, Telford TF2 3BF

Telephone: 01952 567967      Email: [oldpark.nursery@taw.org.uk](mailto:oldpark.nursery@taw.org.uk)

Please read more about us on our website: [oldparkprimaryschool.taw.org.uk](http://oldparkprimaryschool.taw.org.uk)

## Old Park Nursery aims to:

- provide high quality care and education for Pre School children.
- inspire a love of learning
- provide a fun, secure and stimulating environment in which children can learn through play
- work in partnership with parents to help children to learn and develop
- help children to feel safe, happy and valued
- encourage and enhance social interaction skills with peers
- promote positive links between home, school and the community
- offer children and their parents a service that promotes equality and values diversity

## Parents:

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved and included at all levels

As a community based nursery we also depend on the good will of parents and their involvement to keep going. Membership of the nursery carries expectations on parents for their support and commitment.

Most of our communication to and from parents/carers is through talking at the entrance door, through emails, telephone conversations and by using the Famly App.

## Meet The Team

**Mr Foster**  
Head Teacher



**Mr Parton**  
Assistant Head  
Teacher



**Sarah C**  
Senior Nursery  
Administrator



**Sarah D**  
EYFS Lead  
Teacher



## Squirrels

**Vicky**  
Supervisor



**Helen**  
Keyworker



**Laura**  
Keyworker



**Sam**  
Keyworker



## Nursery

**Sarah T**  
Supervisor



**Shavorne**  
Supervisor



**Heather**  
Supervisor



**Lisa B**  
Keyworker



**Jodie**  
Keyworker



**Michelle**  
Teaching Assistant



**Phoebie**  
Teaching Assistant



**Hannah**  
Keyworker



**Lisa S**  
Teaching Assistant



**Veda** Teaching  
Assistant



## Support

**Julie**  
Housekeeper



**Becky**  
Creative Practioner  
**Jade**  
Speech & Language  
Therapist



## The Admission Process

You can register your interest in the Nursery at any point by filling in an application form available from the Primary School and Nursery receptions. This form will be held at the Nursery until your child is eligible to start and, if a place is available, you will be notified during the term before.

We offer Talking Two's free childcare funding, 15 hours funding for eligible working families or paid sessions.

For more information about childcare and what you may be entitled to go to [childcarechoices.gov.uk](http://childcarechoices.gov.uk)

Every child aged 3 and above is entitled to 15 hours a week free beginning the term after their third birthday. This is equivalent to either a morning or afternoon session. Up to 30 hours free childcare a week may also be available to some 3 and 4 year olds with working parents. Additional charges apply when an extra session is booked.

On acceptance of a place, we will require you to provide proof of your child's date of birth and to complete a set of admission forms to ensure we have the relevant legal information about your child before you leave them in our care.

Funded session times are from 8.30 to 11.30am and 12.30 to 3.30pm. We are open between 8.00am and 4.00pm to offer additional wrap around care of which charges apply.

## Starting Education - Which provision, when?

Child's DOB	Toddler Unit	Nursery Unit	Reception Class
1 <sup>st</sup> Jan 2021 - 31 <sup>st</sup> Mar 2021	April 2023	April 2024	Sept 2025
1 <sup>st</sup> April 2021 - 31 <sup>st</sup> Aug 2021	Sept 2023	Sept 2024	Sept 2025
1 <sup>st</sup> Sept 2021 - 31 <sup>st</sup> Dec 2021	Jan 2024	Jan 2025	Sept 2026
1 <sup>st</sup> Jan 2022 - 31 <sup>st</sup> Mar 2022	April 2024	April 2025	Sept 2026
1 <sup>st</sup> Apr 2022 - 31 <sup>st</sup> Aug 2022	Sept 2024	Sept 2025	Sept 2026
1 <sup>st</sup> Sept 2022 - 31 <sup>st</sup> Dec 2022	Jan 2025	Jan 2026	Sept 2027
1 <sup>st</sup> Jan 2023 - 31 <sup>st</sup> Mar 2023	April 2025	April 2026	Sept 2027
1 <sup>st</sup> April 2023 - 31 <sup>st</sup> Aug 2023	Sept 2025	Sept 2026	Sept 2027
1 <sup>st</sup> Sept 2023 - 31 <sup>st</sup> Dec 2023	Jan 2026	Jan 2027	Sept 2028

## **Settling In to Squirrels**

We treat each child as an individual, so settling into our toddler unit will be a different experience for each child. You will be asked to bring your child for short visits to the classroom before they officially start attending. You will initially be asked to stay in the classroom with your child and if they are happy to be left we will ask you to stay on site but outside of the classroom for a short while on the later visits. We will ensure that your child is 100% happy in our environment before we ask you to leave them in our care for a full session.

Every day you must bring a bag with a spare clothes, your own nappies and wet wipes in it. Please provide a coat for cold days and a pair of wellies. You will also need to bring a sun hat and need to apply sun screen before attending the sessions in the summer months.

## **How We Learn in Squirrels**

The provision for children's development and learning is guided by the 'Early Years Foundation Stage Statutory framework for group and school based providers' (DFE 2023) and the Prime Areas of Development and Learning comprise of:

- Personal, social and emotional development
- Physical development
- Communication and language

Children are most engaged when they are undertaking activities that are child initiated and based on children's current interests. When children show high levels of involvement, that is when there is progress and development occurring - when the brain is at it's most active.

By providing an open ended and enabling environment supported by skillful staff we are able to seize the moment when a child shows a level of interest and curiosity. We can then draw out and extend these moments.

Different children will engage in a range of ways. Every child's experiences are acknowledged and built upon.

Remember your child will be using paint, glue and exploring all sorts of messy play. Please be prepared for children to come home with soiled clothes showing this. The children spend long periods of time accessing learning opportunities both indoors and out. We go out in all weather, at all times.

The Early Years Foundation Stage requires that we supply parents and carers with a 2 Year Old Check. This is a short written summary, of their child's development in the three prime areas of learning and development, when a child is aged between 24 and 36 months. The key person is responsible for completing the check using information from ongoing observational assessments carried out as part of everyday practice, taking account of the views and contributions of parents and other professionals. It is important that you also attend other appointments or checks offered by your Health Visitor.



## A Session in Squirrels

8:30am & 12:30pm Welcome to all Children

Child initiated learning is carried out throughout the whole session with staff supporting the children Staff will support snack time and lead group times including stories, singing and language activities

11:30am & 15:30pm Home Time

Nappy changing is carried out throughout the session as required.

Tuesday is Music Monsters with Becky.

## Transition into Nursery

Your child will start in one of our Nursery classes the term after they have turned 3 years of age. The three terms start in September, January or April and if they are already attending Old Park Nursery in the Squirrels class the transition will be automatic. Children new to Old Park Nursery will initially be invited to attend a couple of short introductory sessions to settle them in.

Once your child has progressed into our Nursery class we expect them to wear the school uniform. Wearing a uniform develops a sense of belonging to Old Park Primary School & Nursery. The uniform consists of

A Maroon crested sweatshirt or cardigan which is available from Baker and Sons Schoolwaer in Wellington. Red supermarket alternatives are also acceptable.

Black or grey trousers, leggings, skirts, jogers or shorts.

White, red or Maroon T-shirt or Polo shirt.



Please ensure that all clothing is clearly marked with your child's name.

We provide aprons for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them do this.

## How We Assess in Nursery

We asses how young children are learning and devloping by observing and interacting them. We use information that we gain from observation, as well as from photographs of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how, they as parents, are supporting development.

We make periodic assesment summaries of children's achievement based on their ongoing development records. We undertake these assessments at termly intervals, as well as times of transition, such as when a child moves into a different group or when they go on to school.

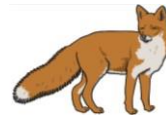
Nursery will share children's achievements via the Famly app directly with parents/carers. We wil also use Famly to share the learning that we are doing in nursery on a regular basis.

Staff are continually making informal assesments which help to identify next steps for individuals and/or groups of children, this then informs future planning and learning activities.

## A Session in Nursery



### **Badgers and Foxes**



Badgers and Foxes offer free 15 hour sessions for children aged 3-4

#### Daily Routine

8:30am & 12:30pm Welcome the children

8:30am & 12:30pm Child initiated play

Large & small group times which may include Ten Town/Read Write Inc/Stories & Songs/Snack time

*Meadow Mondays every Monday*

Music Monsters is on Tuesday with Becky



### **Owls**

Owls offer whole day care for children aged 3-4 (30 hours)

#### Daily Routine

8:00-9:00am Welcome the children

8:00am Child initiated play

Large & small group time which may include Ten Town/Read Write Inc/Stories & Songs/Snack time

11:30am Lunch Time

*Meadow Mondays every Monday*

Music Monsters is on Tuesday with Becky

## **Transition into Foundation**

Your child will start in our reception class the September after your child reaches the age of four. You will need to apply for a Primary School place directly to the Local Authority by visiting <https://www.telford.gov.uk/admissions>. Once your application has been accepted you will receive an invite to attend a meeting with the Head Teacher while your child visits their new reception classroom.

You will have already laid the important foundations for your child's learning by bringing them to Nursery regularly and supporting your child through their early years. However it would benefit your child and get them off to a good start if they already possess some basic skills. During their time at Nursery we will support you in teaching these skills

- Dressing and undressing themselves including shoes. Shoes which don't have laces are best!
- Managing themselves on the toilet.
- Managing their own food and drink, using a knife and fork properly.
- Managing their own personal hygiene such as noses wiping and hand washing.
- Recognising and writing their own name.
- Counting to 5 or even 10.

## **General Information**

### **Attendance and Punctuality**

It is important that your child attends school every day and is on time. If your child is ill, please ring the Nursery office to inform us and tell us when your child will be back. Being on time to school helps children to become familiar with the morning routine and ensures that they have a settled start to the day. Often there are children on a waiting list for entrance to Old Park Nursery so regular attendance is vital or the place will be offered to another family.

### **Emergency Contacts**

Please keep our records up to date with your current contact details and those of other contacts we should call in an emergency if we can't get hold of you. We also ask that, if you want your child to go home with someone else, you let us know in advance. We take the safeguarding of children in our Nursery very seriously and no child will be collected by another adult unless we have direct permission and instruction from their parent/carer.

### **Health/Illness**

Please make sure we are aware of any medical issues relating to your child so that their needs are met in Nursery. If your child is ill please keep them at home. Illness quickly spreads among small children and staff. If your child has experienced sickness and or diarrhoea they must be kept off school for a full 48 hours.

### **Policies**

Copies of the nursery's policies are available on our website or alternatively you can ask for a paper copy at the office. The nursery's policies help us to make sure that the service provided by the nursery is a high quality one and that being a member of the nursery is an enjoyable and beneficial experience for each child and his/her parents.

The policies are agreed by the staff team and school governing body which has co-opted members of the school and nursery community. **Safeguarding Children**

Our setting has a duty under the Law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.