Welcome to Old Park Nursery

Dear Parents, Carers and Children

Welcome to Old Park Nursery. Our Nursery is owned and governed by Old Park Primary School and Nursery. 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.

Old Park Primary School & Nursery

Brunel Road, Malinslee, Telford TF3 2BF

Telephone: **01952 567967** Email: **oldpark.nursery@taw.org.uk**

Please read more about us on our website: **oldparkprimaryschool.taw.org.uk**

Aims:

- To provide high quality care and education for Pre School children.
- To inspire a love of learning
- To provide a fun, secure and stimulating environment in which children can learn through play
- For children to feel safe, happy and valued
- To encourage and enhance social interaction skills with peers
- To promote positive links between home, school and the community
- To 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.

We use Famly to share information and communicate with parents, although we also offer informal face to face chats at drop off and collection, telephone calls and more formal meetings by appointment.

Meet the team.

Nursery Staff			
Sarah D Nursery Teacher, EYFS Lead & EY SENCO 	Mr Foster Headteacher 	Mr Clarke Deputy Head & EYFS Lead 	Mrs Hughes Assistant Headteacher & SENCO 
Sarah Cumming Senior Nursery Administrator 	Julie J Nursery Administrator		
Squirrels			
Vicky Supervisor 	Helen Keyworker 	Phoebie Keyworker 	Sam Keyworker 
Owls			
Shavorne Supervisor 	Lauren Keyworker 	Michelle Keyworker 	Jodie Keyworker/Early Talk Boost 
Badgers/Foxes			
	Lisa Keyworker 	Laura Keyworker 	
Hedgehogs			
Heather Supervisor 	Shelby Keyworker 	Hana Keyworker 	Julie Housekeeper 

School Nursery Admission Criteria

1. Parents may apply at any time for a nursery place for their child. All parents applying will be asked to complete an application form containing the advised standard information.
2. Where there are more applications than places, all applications received will be considered using the oversubscription criteria only. **The date of application will not be taken into account when allocating places.**

3. If there are more applications than there are places, the places will be offered in accordance with the following criteria in order until the nursery is full.
    A. **Children in the care of a local authority**
    B. **Children with an exceptional medical, educational or social need supported by written evidence from an appropriate professional.**
    C. **Children who have a sibling(s) who will be in attendance in the nursery/school at the time of admission.**
    D. **Children starting with the oldest, whose home address is nearest to the provision.**
4. In any case where two or more children rank equally under any of the criteria and there is only one place available, preference should be given to the child nearest to the provision measured by a straight line on the GIS system supplied by Telford & Wrekin Council.
5. When the provision is full a waiting list will be established in the oversubscription priority order. Children will be entered on the waiting list in the above order of priority. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order.
6. Please note that Parents with children on a waiting list can take their free entitlement with another provider and this does not affect their status on the waiting list.

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 8.30am to 11.30am and 12.30pm to 3.30pm. We are open between 8.00am and 4.00pm to offer additional wrap around care of which charges apply. We are a term time only setting, providing childcare for 38 weeks of the year.

Starting Education – Which provision, when?

Child's DOB	Toddler Unit	Nursery Unit	Foundation 2 Class
1st Sept 2022 – 31st Dec 2022	Jan 2025	Jan 2026	Sept 2027
1st Jan 2023 – 31st Mar 2023	April 2025	April 2026	Sept 2027
1st Apr 2023 – 31st Aug 2023	Sept 2025	Sept 2026	Sept 2027
1st Sept 2023 – 31st Dec 2023	Jan 2026	Jan 2027	Sept 2028
1st Jan 2024 – 31st Mar 2024	April 2026	April 2027	Sept 2028
1st Apr 2024 – 31st Aug 2024	Sept 2026	Sept 2027	Sept 2028
1st Sept 2024 – 31st Dec 2024	Jan 2027	Jan 2028	Sept 2029
1st Jan 2025 – 31st Mar 2025	April 2027	April 2028	Sept 2029
1st Apr 2025 – 31st Aug 2025	Sept 2027	Sept 2028	Sept 2029

General Information

Attendance and Punctuality

It is important that your child attends nursery every day and is on time. Being on time to nursery helps children to become familiar with the routine and ensures that they have a settled start to the session. 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 inform us if you or any of the people listed as emergency contacts change their phone numbers, it is very important that we can contact someone if needs arise. 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 leave us with another adult unless we have direct permission and instruction from a parent.

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, we would appreciate you calling the Nursery office to inform us that they are unwell or notifying us via Famly. 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 after the last case.

How we learn

Children learn in a variety of ways. Play is essential for children's development, building their confidence as they learn to explore, problem solve and relate to others. We respond to each child's emerging needs and interests, guiding their development through positive interaction. Whilst playing adults will be modelling new skills, questioning understanding, introducing new vocabulary, etc…

The provision for children's development and learning is set out in the 'Early Years Foundation stage statutory framework' (DfE, 2026). At Old Park Nursery we use 'Birth to Five Matters' to support our Early Years practice.

At Old Park we support learning through the **3 prime areas** and the **4 specific areas.**

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design.

In guiding children's activities, we reflect on the different ways that children learn and implement these in our practise. The **three characteristics of effective teaching and learning** are:

- Playing and exploring
- Active learning
- Creating and thinking critically

As practitioners we consider the individual's needs, interests and stage of development, and must use this information to plan a challenging and enjoyable experience for each child in all areas of learning and development.

When working with the youngest children we focus strongly on the three prime areas. These are the basis for successful learning in the other specific areas. The three prime areas reflect the key skills all children need to develop and learn effectively, to become ready for school. It is expected that the balance will shift towards a more equal focus on all areas of learning as the children grow in confidence and ability.

Throughout the early years, if a child's progress in any prime area gives cause for concern, we will discuss this with the child's parent/carer and agree how to support the child. We will consider whether a child may have a special education need or disability and may require specialist support.

The children spend long periods of time accessing learning opportunities indoors and outdoors. We go outside in all weathers; therefore we ask that you provide a coat and hat for cold days, wellies and a waterproof coat for wet days, and in the summer months apply sun screen before attending the sessions and wear a sun hat. Remember your child will be using paint, glue and exploring all sorts of messy play. These are likely to get on your child's clothes, so we recommend that they don't wear their best clothes. Children in nursery are encouraged to wear school uniform.

By providing an open ended and enabling environment supported by skilful staff we can seize the moment when a child displays a level of interest and curiosity. We can then draw out and extend these moments. Different children will engage in a range of ways. All children's experiences are acknowledged and built upon.

Assessment in the Early Years

Staff make ongoing assessments of the children, and their progress is discussed regularly at team meetings, based on observations, pieces of work and the practitioner's/teacher's knowledge of the children.

Squirrels staff complete a two-year-old check for each child once they have settled in and staff know them well. This will be a short-written summary of the child's development, focusing on the three prime areas of learning completed by their keyworker and taking account of parent's views and information shared with staff. It is important that you also attend any other appointments or checks offered by your Health Visitor.

In the final term of Nursery children receive a post card report celebrating their time in nursery.

When children start in Reception staff are required to complete the Reception Baseline Assessment (RBA). This involves each child completing some fun activities based on listening, speaking, reading and mathematics with a member of staff. During the summer term Reception teachers are required to make a judgement against the Early Learning Goals (ELGs). This will indicate whether children are meeting **expected** levels of development, or **emerging** in each of the Early Learning Goals. This information is shared with the Local Authority.

When new children join Old Park they may already be working with specialists to support their needs e.g. Speech and Language Therapists, Occupational Therapists, Portage, Community Paediatrician, Specialist Nursery Nurse. If this is the case then we would identify them as having SEND Support and work with parents to support their child's needs in nursery.

Sometimes staff may discuss with parents an Initial Record of Concern (IRoC), this is where staff will consult with parents/cares to monitor a child over a longer period before deciding if a referral to a specialist would be beneficial in order to support the child's needs.

All nursery staff work closely and discuss the children regularly with the nursery teacher and Early Years SENCO. Nursery SEND information is passed to the Reception team as part of the transition process in the Summer term.

Settling into Squirrels

We treat each child as an individual, so settling into our toddler room will be a different experience for each child. You will be asked to bring your child for a short visit where a family member plays alongside their child and staff, a second short visit for the child enables them to explore without their parent/carer. Depending on how your child settles will vary the number of visits prior to staying for a full session. If individuals need a longer settling in process, then we will work with them and their parents/carers.

You must provide your own nappies and wet wipes which are brought daily in a bag along with a change of clothes.

A Session in Squirrels

8:30am	Welcome to all children	12:30pm
Child initiated learning is carried out throughout the whole session with staff supporting the children during snack time and adult led focus times including stories, singing and language activities.		
11:30am	Home time	3:30pm
Nappy changing is carried out throughout the session as required. Children attending full days eat their packed lunch, have an additional outside play		

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. If they already attend Squirrels the class transition will be automatic, following visits to their new room with their current keyworker. Children new to Old Park Nursery will be invited to attend a couple of short introductory sessions before starting full time. If individuals need a longer settling in process, then we will work with them and their parents/carers.

When you child starts in our Nursery, we expect them to wear the school uniform. Wearing a uniform helps to develop a sense of belonging to Old Park Primary School and Nursery.

The Uniform consists of:

- A maroon crested sweatshirt or cardigan (available from Baker and Sons Schoolwear in Wellington https://www.bakerandsonschoolwear.co.uk/product-category/your-school/old-park-primary-school/). Red supermarket alternatives are also acceptable.
- Black or grey trousers, leggings, skirts, joggers or shorts.
- White, maroon or red 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, putting outdoor clothing (coats, wellies) on and off. Clothing that is easy for them to manage will help them be successful along with lots of practice at home.

A Session in Nursery

Badgers arrive 8:30am	Welcome to all children	Foxes arrive 12:30pm
Child initiated learning is carried out during Continuous Provision choosing time, with staff supporting and developing play alongside children inside and outside. Snack café is open during child initiated, offering a healthy snack and drink whilst supervised by staff. Adult focused activities are carried out in large and small groups and include Concept Cat, music activities, attention & listening games, maths and RWI in the summer term before they transition to Reception. Staff also carry out interventions with children identified by a communication screening tool and/or as recommended by external professionals e.g. Speech and Language Therapists. Intervention include; Time To Talk, More Time to Talk, Early Talk Boost, Contrastive Pairs.		
Badgers leave 11:30am	Home time	Foxes leave 3:30pm
Owls (30 hours) Children arrive at their agreed time ranging from 8:00am, 8:30am, and 9:00am and access a range of adult led and child initiated play. Children eat their packed lunch, have an additional outside play. Brilliant Brushers Toothbrushing between 11:30am-12:30pm. Children go home at their agreed time between 3:00pm and 4:00pm.		

Transition into Reception

Your child will start in Reception class the September after your child reaches the age of four. You will need to apply for a Primary School place directly with 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:

- Toilet independently
- Dress and undress themselves, including coats and shoes (shoes with Velcro fasteners are ideal!)
- Use a knife and fork and attempt to cut own food (school dinners).
- Recognise water bottle and lunch box, be able to open packets and containers (sandwiches)
- Recognise wellies, coat and book bags
- Be able to manage their own personal hygiene, such as nose wiping and hand washing.
- Recognise and write their own name.
- Recite numbers to 5 or even 10.
- Count a group of up to 5 objects.