Welcome to Horden Nursery School

We are looking forward to meeting you and your child and sharing lots of special times together. We provide high quality education and care for children aged 2-4 years, through a range of fun and exciting activities which follow the interests and development stages of individual children.

Our Vision

At Horden Nursery School our vision is to create a happy and friendly environment where all children feel safe, secure and valued. Alongside our experienced and caring team of staff, children are encouraged to follow their own interests, developing their thinking and independence in an environment which supports creativity, curiosity and imagination.

Our Aims

- To have fun playing and learning together.
- To offer children an exciting and carefully structured curriculum, following the principles of the Early Years Foundation Stage Framework, which enables the children to develop their own interests and plan and initiate their own learning.
- To develop positive and supportive relationships with parents and families, ensuring every opportunity for all children to develop to their full potential.
- To value and celebrate the richness of diversity through an understanding that all children and families are unique.
- To nurture and develop children’s creativity and curiosity, giving them time to develop their own ideas.
- To create a stimulating and challenging environment which engages children’s interests and promotes independence.
Our staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mrs. N Parkinson</td>
<td>Head Teacher</td>
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<tr>
<td>Miss L Parker</td>
<td>Assistant Head Teacher</td>
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<tr>
<td>Mrs. L Boyes</td>
<td>Nursery Nurse</td>
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<tr>
<td>Mrs. E Corrigan</td>
<td>Nursery Nurse (P/T)</td>
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<tr>
<td>Mrs. M Charters</td>
<td>Nursery Nurse</td>
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<tr>
<td>Mrs. S Greener</td>
<td>Nursery Nurse (P/T)</td>
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<tr>
<td>Miss G Ferguson</td>
<td>Nursery Nurse</td>
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<tr>
<td>Mrs. J Robson</td>
<td>Outreach Nursery Nurse</td>
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<tr>
<td>Miss A Lockey</td>
<td>Nursery Nurse</td>
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<td>Miss. L Trueman</td>
<td>Nursery Nurse</td>
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<tr>
<td>Mrs. C Bates</td>
<td>School Secretary</td>
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<tr>
<td>Mrs. F Billinge</td>
<td>School Secretary</td>
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<tr>
<td>Mrs. M Gray</td>
<td>Cleaner in Charge</td>
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Our Governors

The School Governors meet at least once a term and make decisions about how the school is run. They have legal duties, powers and responsibilities. As a group they are formed from parents, teachers, Local Authority representatives, community representatives and Horden Parish Council representatives.

If enough interest is expressed, the governors will report annually to parents through an arranged meeting.

The School Governors are:

- **Mrs J Long** Chair/ community governor
- **Mr S Gibson** Vice Chair/ Parent governor
- **Mrs J White** community governor
- **Mrs N Parkinson** Head Teacher/ Staff governor
- **Miss L Parker** Teacher governor/ Staff governor
- **Mrs C Bates** Staff governor
- **Mr W Smith** Parent governor
- **Mrs J Clark** Local Authority governor

If you would like to find out more information about joining the governing body please speak to Mrs Parkinson.
Admissions

Children are eligible to begin their free nursery entitlement (15 hours) the term after their third birthday. Parents are able to officially put their children’s name on the waiting list the term after their second birthday. Places are allocated dependent on the age of the child. Our admission policy is available on request.

Starting nursery

Once your child is ready to start nursery and has accepted their nursery place we will contact you to arrange a home visit. The home visit is a lovely opportunity to meet you and your child in a familiar environment and for you to ask any questions you may have. Staff will also bring an admission pack for you to complete during the visit and inform you of any nursery visits, start dates and who your child’s key person will be.

Nursery sessions

Children are able to attend nursery for 15 hours per week. This entitlement can be taken either across mornings, afternoons or 2 1/2 days.

**Morning nursery session**– 8.45 -11.45 am  
**Afternoon nursery session**– 12.30 -3.30 pm  

**Extended sessions**– To meet the needs of our children and families, we are able to offer a range of extended services. (during term time) If your require you child to attend nursery across 2 1/2 days, please speak to a member of staff.

**Early drop off**– 8.15 - 8.45  £1  
Children are able to enter nursery half an hour earlier than the beginning of the morning nursery session at a cost of £1. Please note we do not offer a breakfast club.

**Lunch** - 11.45-12.30  £2.50  
Children who attend both sessions are able to stay for their lunch at nursery at a cost of £2.50. All children are required to bring a healthy packed lunch as we do not have the facilities to offer children cooked meals.

**Extended days** - £10  
Children are able to attend extra sessions at nursery at the cost of £10 per afternoon/morning session. These sessions are reviewed on a termly basis dependent on numbers of children in the nursery.

If you would like any information on any of the services we offer, please speak to your child’s key person.
Playing and Learning

All of the staff at Horden Nursery School are qualified nursery teachers and nursery nurses. The nursery follows the ‘Early Years Foundation Stage Framework’ (EYFS) which starts from birth and continues through their time at nursery till the end of their Reception year at school.

All of the staff in the nursery are highly skilled in planning and delivering a range of activities for the children. All of these activities are delivered through a balance of child initiated and adult led activities.

The Early Years Foundation Stage is based upon four principles:

A Unique Child
At Horden Nursery School we recognise that all children are unique and all develop at different rates, however we believe that all children are competent learners who can be resilient, capable and confident when they have positive attitudes and dispositions to learning.

Positive Relationships
Children learn to be strong and independent from secure relationships. During your child’s time at nursery we hope to develop caring but professional relationships with the children and their families and encourage positive relationships between the children and their peers. We have a key person policy in place to ensure that these relationships are formed.

Enabling Environments
At Horden Nursery School we recognise that the environment plays a key role in supporting children’s learning and development. The nursery environment is designed to allow the children to explore and learn safely. The environment supports the children to become independent and children can choose to move between the indoor and outdoor environment freely.

Learning and Development
At Horden Nursery School we understand that children develop in different ways and different rates. The Early Years Foundation Stage has seven areas of learning. All of the areas of learning are equally important and are all interconnected.

There are three Prime areas in the EYFS, these are:

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

The four specific areas are:

- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design

If you would like any more information on the EYFS, please go to:
www.foundationyears.org.uk/early-years-foundationstage2012
www.education.gov.uk/early-years-foundation-stageeyfs
Prime Areas

Personal, Social and Emotional Development
We support children in creating relationships and making friends. We help them to have a positive sense of themselves, develop respect for others and manage their feelings and behaviour. Together we encourage children to have confidence in themselves and their abilities.
Physical Development
We provide opportunities for children to be active and develop their co-ordination, movement and control. We support them in negotiating space and handling tools effectively.
At nursery we help children to understand the importance of health, physical exercise and staying safe.
Communication and Language
Within our nursery children have the opportunity to experience a rich language environment. Nursery staff have a good understanding of speech and language development and support children in developing their confidence to express themselves. We help them to gain the skills to speak to others and listen with increasing attention.
Specific Areas

Literacy
Books and stories are a very important part of our curriculum. By providing children with access to a wide range of reading materials linked to their interests, they develop a love of reading. At nursery we provide opportunities that encourage children to link sounds and letters to support them in the process of learning to read and write.
Understanding the World
We support children in making sense of their physical world and their community. In nursery we provide opportunities to explore, observe and find out about people, places, technology and the environment.
Mathematics
We provide children with opportunities and experiences that develop their skills in counting, understanding and using numbers. We encourage them to solve problems, including those that include addition and subtraction. In nursery we support children in using everyday language to talk about and describe shapes, spaces and measures.
Expressive Arts and Design
Children in nursery have the opportunity to explore and play with a wide range of media and materials. Opportunities are provided and encouraged for children to share their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.
Key person

During your child’s time at Horden Nursery School each child and family will be allocated a key worker. This person will be the a valuable link into settling your child into nursery and for communication throughout your child’s time with us. Although all of the staff in the nursery will work with all of the children, their key worker will plan for and lead the group sessions for your child and give feedback about progress. Your child’s Key worker will also be responsible for compiling your child’s Learning Journey.

Learning Journeys

Each child’s Key worker keeps a record of their progress and achievements. These records are collected through observations of the children throughout their time at nursery and shared with the parents regularly throughout the year. We encourage all parents to be involved in your child’s learning journey and welcome your comments, photographs and stories from home. This special book is for you to keep when your child leaves nursery and we hope you treasure it for years to come.
Daily routines

Children arrive at nursery and are taken to their group rooms where they will be met by their key person. After meet and greet time the children will take part in a short session of focused teaching time where they will take part in arrange of activities covering all areas of learning. After this time the children will have free play in the indoor and outdoor environment, snack and story. The children will be collected from their group rooms after story time.

Your child’s time with their key worker at the beginning of the session is very important for their learning and development. Please ensure that your children arrive at nursery on time. We also ask that you arrive on time to collect your child. If you are unexpectedly delayed please contact the Nursery and inform a member of staff.

Uniform

Although it is not compulsory, the nursery have a uniform which parents can choose to buy. Nursery jumpers, cardigans and coats can be purchased from the school office.

- Jumpers - £8
- Cardigans - £9
- Coats - £20

We ask that all children come to nursery in sensible clothing, appropriate for weather conditions as the children will have access to the outdoors all year round. Please ensure your child’s clothes are labelled, as many children choose to wear school uniform and it can often be difficult to find lost items.

Jewellery

We request that all jewellery is left at home as it is very easily lost and broken and can be very dangerous when children are climbing. Staff can not be responsible for any for any jewellery at nursery. We recommend that earrings are not to be worn.
Child protection and Safeguarding

Horden Nursery School is committed to promoting the welfare and the safeguarding of all children. We expect all staff, parents and volunteers to share this commitment. The school follows Durham Local Safeguarding guidelines and has a whole school policy for child protection and Safeguarding. These policies are available on parents' request.

Please make sure that an adult always brings and collects your child—this must be someone over the age of 16. If a different adult is collecting your child, please inform a member of staff as we do not allow children to leave nursery with adults who we do not know. You will be asked for a security password which enables the safety of your child as part of the admission pack. Any different adult collecting your child may be asked for this password.

Family support

You are welcome to stay at nursery and help whenever you can. We encourage all of our children’s parents/carers to become involved in a full range of nursery activities during their time with us. These include nursery visits, parent courses, fundraising activities and special events/days, such as coffee mornings and curriculum days.

Special Educational Needs

Horden Nursery School is an outreach nursery for children with a range of special educational needs. (SEN) This means that some members of our staff are based within our nursery school, however maybe required to provide support for children with special educational needs in other local schools and nurseries in the area.

All children are welcome at Horden Nursery School and our experienced staff are able to offer a curriculum to meet the needs of each child.

Policies and our SEND local offer are in place and available on our website or on request. If you need any more information please speak to Mrs Parkinson.

Holidays

At Horden Nursery School we follow Durham Education Authority holidays. We request that wherever possible children keep to these holiday times as we believe that their nursery education is very important and your child will miss valuable time at nursery if holidays are taken at different times.
Absence and medical matters

If your child is going to be absent from nursery we request that you contact the school and let us know their name and reason for absence. This ensures that their absence can be authorised and recorded accurately on our systems.

If your child requires medication please ensure that you feel they are well enough to be at nursery.

Staff are able to administer PRESCRIBED medication only. (medication must be labelled with child’s name, D.O.B and dosage by a doctor)

If your child requires medication to be administered, you will be asked by a member of staff to complete a form for the prescribed medication.

If your child requires regular medication, e.g. inhalers or allergies, separate permission and forms are required. A care plan will be put in place for your child outlining specific details of their medication and how it is to be administered.

Policies on the administration of medicine are available on request.

If your child is unwell we advise you seek medical attention from your GP, however here are some guidelines on some common childhood illnesses.

**Chicken pox**
Highly infectious disease, Red itchy spots-often pus filled, high temperature. Your child should not return to nursery until all spots have dried up and have scabbed over.

**Conjunctivitis**
Eye redness, watering eyes, sticky coating to eyes. Children can return to nursery when the infected eyes have been treated and they are beginning to clear.

**Sickness and diarrhoea**
Your child is unable to return to nursery until 48 hours after the last bout of sickness and diarrhoea.

In case of any other illness please contact the school for advice.

**Headlice**
Headlice can be a reoccurring problem in an environment where there are lots of children in close proximity. This is nothing to be ashamed of, however if you do notice your child has headlice please treat the problem straight away with guidance from the chemist and inform the nursery as soon as possible.
Transition to Primary School

We believe that your child’s transition to school is a very important time for you and your child. We want to ensure that the transition from nursery to school is as smooth as possible and that all children leave nursery feeling happy and confident about the change.

Staff will be able to give you information and support you with your application for a school place.

As a nursery we work very closely with our local primary schools and in the term before the children start school, we will arrange a number of visits to the school, initially supported by the nursery staff. Teachers from the primary schools are also welcome to visit the nursery and meet the children in their familiar environment.

A transition policy is available on request.

School readiness— Part of our role in nursery is to prepare children for their next steps in their education and life. We believe that ‘school readiness’ is about the children having the skills, confidence and attitudes to cope with the new challenges they may face.

Photographs and social networking

We use lots of photographs in nursery for displays, documentation, evidence files, LA publicity, students work and work with other schools. Before your child begins nursery you will be asked to sign a consent form to give permission for photographs of your child to be used.

Parents are able to use photographs taken at school events for their own personal use, however these photographs must not be sold or used on the Internet or social media/networking sites. To do so would likely break Data Protection Legislation.

Please remember that recording and photographing of other children other than your own child, would need permission from all of the parents whose children may be included in those images.

Images taken on mobile phones have the same rules as for other photography.

The nursery operates a no mobile phone policy to ensure the safeguarding of all children in our care.

Our social networking policy and safeguarding policy are available on request.