

Contents

Introduction to Fairisle Infant and Nursery School

- Welcome 2
- Southampton City Council / School 3
- Board of Governors 4
- Staff 5

Mission Statement / Nursery Aims 6

Nursery Admissions

- Nursery Contract 7
- Additional Nursery Provision 8
- Food and Drink / Lunchtime 9
- Clothing 10
- The Nursery Day 11
- The Nursery Day (Continued) 12

The Principles of the Early Years Foundation Stage 13

- The Unique Child 14
- Positive Relationships 14
- The Enabling Environment 15
- Learning and Development 16

Important Policies and Procedures 17

- Safeguarding policy 17
- Equality policy 17
- Behaviour Policy 17
- Intimate Care policy 17
- Medical Information 18

Southampton City Council

Education Authority

Fairisle Infant and Nursery School

"Expects Success"

-- Welcome to your school --

Dear Parents/Carers

We welcome you and your children to Fairisle Infant and Nursery School. We hope that your association with us will be a happy one.

We actively encourage parents, staff and governors to work together to provide a high quality-learning environment in which each child expects success and is taught the skills necessary to make good or better progress in their learning.

In our last Ofsted Report it was noted that 'Children get off to a flying start in the early years. Staff are knowledgeable about how young children learn. The early years curriculum is ambitious. Staff plan a wide range of engaging activities that take account of children's interests.'

In the Nursery the children are taught the skills that will help them to succeed both during their schooling and their everyday lives. Working within a calm, supportive and stimulating atmosphere the children are encouraged and taught how to value and demonstrate respect, tolerance and consideration for themselves, others and the environment. Our aim is for the children to develop the attitude and the skills that will enable them to become lifelong learners.

It is our belief that children succeed best when school and parents/carers work together in a positive partnership. We value the important contribution that parents/carers can make to their child's education and we look forward to a happy and lasting partnership.



Susanne Ottens
Headteacher



Rick Allan
Chair of Governors

Southampton City Council

Sevice Director Children Families & Education

Southampton City Council
Civic Centre
Southampton SO14 7FL

Tel: 023 8083 4899

Fairisle Infant and Nursery School

Fairisle Road
Lordshill
Southampton SO16 8BY
Tel: 023 8073 1199

Email: info@fairisle-inf.co.uk

Website: www.fairisle-inf.southampton.sch.uk

Headteacher:

Mrs S Ottens

Deputy Headteacher:

Miss J Owens

Assistant Headteacher:

Miss J Marris

SENCO

Miss J Darke

Nursery Leader

Miss L Chambers

Chair of Governors:

Mr R Allan

Nursery Hours:

8.50 am – 3.05 pm

Office Hours:

8.30 – 4.00 pm

<u>Board of Governors</u>

Chair Person:

Mr R Allan

Headteacher:

Mrs S Ottens

Staff Governors:

Mrs A Stephens

Co-Opted Governors:

Mrs F Beston

Mr K Allen

Mr M Stott

Mr C Hunter

Ms A Wade

Parent Governors:

Miss H Oakley

Miss G Singleton

Clerk:

Ms V Bleaney

<p style="text-align: center;"><u>Staff</u> <u>Summer Term 2022</u></p>

Headteacher:

Mrs S Ottens

Whole School Management

Deputy Designated Safeguarding Lead

Deputy Headteacher:

Miss J Owens

Designated Safeguarding Lead/
Pupil Premium Lead/Designated
Teacher for looked after children.

Assistant Headteacher

Miss J Marris

Deputy DSL/Key Stage 1 Leader/
Science & RE Leader

SENCO:

Miss J Darke
SEN (Special Educational Needs)/and/or
Disabilities

Nursery Teacher in Charge

Miss L Chambers/PE Leader

Higher Level Nursery Practitioners:

Miss T Ardani

Nursery Early Years Practitioners:

Miss L Harding	Miss K McKenner
Miss S Hulbert	Mrs A Skinner
Mrs C Honour	Miss K Smith
Mrs J Hurst	Miss E Sosa
Miss G Taylor	Miss L Bragg
Mrs M Mroczek-Zdyrska	

Business Manager:

Mrs J May

Admin Assistants:

Mrs S Chester
Mrs C Holton
Mrs J Ings

Senior Site Manager:

Mr J Pennells

Assistant Site Manager:

Mr A Greene

School Locality West Nursing Team:

Janet Barfoot	Jay Pratt
Carole Bralee	Lucy Mair

Our Mission Statement is

“EXPECTS SUCCESS”.



We very much look forward to working with you and your child at Fairisle Infant and Nursery School. Our Nursery provides qualified Teaching Staff and Nursery Assistants who support the education, care and well-being of all our children. Your child will be starting Nursery either in our Rainbow Room or our Sunshine Room. Our 2 year old children are supported on a ratio of 1 adult to 4 children, and 3 year old children in Rainbow Room are supported on a ratio of 1 adult to 8 children. In Sunshine Room, our 3 year old children are supported by the Teacher/child ratio of 1 adult to 13 children and Early Years Practitioner ratio of 1 adult to 8 children.



*Our Rainbow Room provides
for our 2 to 3 year old children*



*Our Sunshine Room provides
for our 3 to 4 year old children*

Our Nursery Aims

- To care for your child, and develop your child's learning, in a manner that is relaxed, friendly, and child-centred.
- To provide playful learning opportunities which meet each and every child's interests, age and stage of development.

We believe that our strong Early Years Foundation Stage ethos will provide children with the confidence to grow and learn to their full potential in a secure, safe environment.

Nursery Admissions

Nursery Contract

We will provide you with a **Nursery Contract** outlining the terms and conditions of your child's placement which you will be required to sign and return to the School Office before your child starts Nursery. **Please note that regular and consistent attendance is required to maintain your child's funding from the Local Authority. Payment for all chargeable sessions is due in advance and your child will only be able to access these sessions if payment is made promptly.**

2 year old places

In the term after your child turns 2, your child will be offered a choice of morning or afternoon sessions in the Rainbow Room, subject to availability. Parents may pay for between 2 to 5 sessions a week on a regular basis. Funded places offering free 15 hours per week are also available. Please see the school office to find out if you are eligible.

3 year old places

In the term after your child turns 3, your child will be entitled to 15 hours per week of free Nursery provision, subject to availability. Working Parents may be entitled to an additional free 15 hours (totalling 30 hours) subject to availability.

Universal 15 hours free Nursery Education

Parents are given the option of whether they would like their child to attend 5 x morning sessions or 5 x afternoon sessions.

Attendance Patterns

Please note that once your child's attendance pattern is set we may not be able to make changes. If we do have availability to accommodate requested changes we will require a minimum of 2 weeks notice in writing and will only be able to make changes at the start of a new half-term.

30 Hours Offer Scheme

Your child may be entitled to 30 hours of funded Nursery care and education based on your family circumstances. For further details on eligibility please see the Government website at <https://www.gov.uk/30-hours-free-childcare>.

We offer the 30 hours during the following hours:

Monday – Thursday	8.50 am – 3.05 pm
Friday	8.50 am – 1.50 pm

Should you wish your child to stay for the full day on Friday you may do so at an additional cost of **£7.00**.

Additional Provision in the Sunshine Room

Top Up Hours

All Parents may pay for additional hours on top of either the Universal 15 Hours or the 30 Hours Offer Scheme to make up a full day. You will be offered the opportunity to request top-up hours on application. **Please note that all Top Up Hours are subject to availability and will be withdrawn if regular prompt payment of all monies due is not made.**

Breakfast Club

Should you wish your child to start earlier than 8.45 am a Breakfast Club is available from 7.45 – 8.45 am at an additional cost of **£5.00 per day.** **Please note all Breakfast Club places are subject to availability.**

Lunchtime

Lunchtime sessions are only available to children attending for full days. Children will need to bring their own Healthy Packed Lunch. Alternatively the school can provide your child with a hot lunch at a **further additional cost of £3.00.** **Please note that all school meals must be paid for in advance and prices are subject to change.**

Late Collection

If you are unable to collect your child immediately at the end of their session, please ensure to contact the Nursery to inform them of your delay. **Late collection may result in escalating charges.**

Payment for All Chargeable Sessions

You will be required to make payment for the cost of your child's first month during their settling in period. Thereafter payment for the following month will be due before the start of that month. **Please pay using our online payment facility details of which will be provided on confirmation of your child's place.** **Please note that we may withdraw chargeable sessions if payment is not made promptly.** **All prices quoted are current and are subject to change.**

What happens when a session is oversubscribed?

We will try to accommodate your wishes wherever possible, however, if a session is oversubscribed we prioritise places by the following criteria:

- 1) Children who are in receipt of local SEN funded places
- 2) Looked after children
- 3) Children who attended the Nursery during the previous academic year and wish to continue in the same session
- 4) Parents of children who have medical reasons for selecting a particular session
- 5) If parents' or carers' work results in difficulty attending a particular session
- 6) Children who have siblings who attend Fairisle Infant and Nursery School

- 7) Children who live within the designated catchment area of Fairisle Infant and Nursery School

The remaining places will be allocated on a first come first served basis. If your child does not receive a place in your first choice of session, they will be allocated a place in an alternative session and be put on a waiting list for your first choice.

Food and Drink

Breakfast

A Breakfast Club is available, should you wish your child to start Nursery earlier than 8.45 am. Please note all Breakfast Club places are subject to availability. (Please see page 8 for costing details).

Lunch

If your child attends Nursery over Lunchtime they will need to bring their own healthy packed lunch and drink to enjoy at Nursery. Alternatively, the school can provide your child with a hot lunch at a **further additional cost of £3.00. Please note this is the cost to the school of each meal and is subject to change at any point.**

Milk

All children under the age of 5 are entitled to free school milk. If you would child to have their milk allowance, please register directly using the Cool Milk Website: www.coolmilk.co.uk

You can also email the company: **registration@coolmilk.com**

For telephone enquiries please call: **0844 854 2913**



Water

Water is freely available to all children and accessible throughout the session.



Healthy Snack

We also provide a Healthy Snack each day. Please see page 15 'Rolling Snack' for more information.

Clothing

There is no set uniform in the Nursery. However, parents are advised to send their children in clothing that is suitable for both 'messy' and 'outdoor' play. Parents may also choose, if they wish, to purchase a red sweatshirt or cardigan bearing the school logo from the school office.

Shoes

Firm, comfortable footwear is required. Flip-flops or loose sandals are likely to cause accidents when children run outside and climb on our outdoor play equipment. Velcro fastenings are best. They are easy for children to manage themselves, and support independence. Please avoid bringing your child to Nursery in lace-up shoes. Shoe-laces act as a trip hazard and regularly come undone. Thank you!



Change Bag

Please provide a small, named rucksack or drawstring bag with a full change of clothes, spare pants, and nappy changing items in case they are needed. Thank you!

Sun Hats, Winter Hats, Scarves and Gloves

In the winter months, please bring your child to school in **named** hats, scarves and gloves. In the summer months, children are actively encouraged to wear sunhats for their protection. Sunhats bearing a school logo can be purchased from the school office. During hot weather all children need sun cream applied before their Nursery session. If your child attends all day you can provide a **named** bottle of sun cream which staff will reapply after lunch.

Book bags




You may wish your child to borrow books from the Nursery library to read at home. If this is the case, a book bag is essential. Book bags are available at the school office.

Please note: All clothing, bags, hats and shoes need to be named.

Thank you!

The Nursery Day

The pattern of the day in both the Rainbow Room and Sunshine Room is the same. This aids transition when children move-up from the 2 year old setting to the Sunshine Nursery. However, some small differences will occur, to ensure that the needs of children of different ages and stages are fully met.

 <i>Morning sessions:</i> 8.50 a.m – 11.50 a.m <i>Afternoon sessions:</i> 12.05 p.m – 3.05 p.m	 <i>Morning sessions:</i> 8.50 a.m – 11.50 a.m <i>Afternoon sessions:</i> 12.05 p.m – 3.05 p.m	 <i>Breakfast Club:</i> <i>A Breakfast Club is available</i> <i>From: 7.45 am – 8.45 am</i>
---	---	---

Arrival

When you and your child arrive at Nursery, a member of staff will welcome you at the door. Your child will be invited into Nursery and supported by a member of staff to find their peg and hang up their coat and bag. They will then self-register by finding their photo / name card.

Registration and Circle Time

An official register will then be taken by Nursery Staff to ensure safeguarding and monitoring of attendance. Children will engage in a circle time activity as a whole class.



Busy Bee Time

Children take part in an adult-directed task with a group of children. The tasks are carefully planned and differentiated and are linked to an area of the curriculum.



Discovery Time (Child-Initiated Play)

During this period, which amounts to the longest part of the session, children are free to access all available resources both inside and outside. Nursery staff support and extend their play and learning throughout the session. Adults also enhance the provision, by providing additional resources and activities, in response to children's interests and next steps in relation to the Early Years Foundation Stage Curriculum.



Rolling Snack

During the session, a healthy snack bar is open for children to share a snack and drink when they feel hungry and thirsty. Fruit, raw vegetables, milk and water, are available each day. Children are also encouraged to try all kinds of other healthy foods including cereals, crackers and bread sticks. New foods from a variety of cultures are also tasted, and their own cooking shared.



WellComm & Narrative Groups

These are targeted sessions to develop communication and language skills, where children work 1:1 or in small groups with the teacher.

BLAST (Boosting Language Auditory Skills and Talking)

All children will have the opportunity to join in with 30 consecutive BLAST sessions. These are small group sessions that work on the underpinning skills for language, communication and literacy. Children develop turn-taking, sound discrimination, listening, attention, social communication and language skills through fun activities.

Story, Songs and Goodbye Time

We come together at the end of the session to share a story, rhyme or song. We reflect on our day at Nursery and look forward to seeing each other again. Children then prepare to go home. Our 'Goodbye' song draws the session to a close. A member of staff will open the door to greet parents and will call the children individually to go home.



The Principles of the Early Years Foundation Stage



In our Nursery we support:

	Why ?	How?
The Unique Child	We want your child to develop a strong sense of self identity, and understand who he/she is in relation to family, friends and communities.	Kind, caring, responsive staff take time to get to know your child, support their individual needs, celebrate and plan in response to personal interests.
Positive Relationships	Developing strong, positive relationships over long periods of time will help your child to feel nurtured, and reassure you that your child is safe and secure at Nursery.	Your child's keyworker will be there to help settle your child into Nursery, and support ongoing progress. We're here to talk when you need us and will keep you informed.
The Enabling Environment	A welcoming and stimulating Nursery will enable your child to feel comfortable and open to all the exciting learning opportunities on offer.	Time is taken to carefully plan the environment and curriculum for your child's benefit. We teach all our children to respect their environment.
Learning and Development	We are here to help your child be the best they can be, and learn to their full potential in all areas of the curriculum.	We make learning fun, and plan playful, engaging learning opportunities that children can access inside and outside.

The Unique Child

Once we have set up your child's Tapestry account, we will ask that you fill out the 'About Me' section on the website and upload a photo. This will help us to support your child's individual needs from the earliest possible moments. It gives us a head-start in getting to know your child, and before long we will quickly be able to find out even more about your child's character, interests and strengths when they join us.

Positive Relationships



We are keen to support you and your child in making the transition into Nursery a positive experience. We believe that a strong home / school partnership helps pave the way to "success". Our staff are committed to building positive and trusting relationships with you and your child, and we look forward to our journey together in Nursery.

We provide:

- A Key Person who is responsible for your child and their allocated group.
- A settling in session, which will be shorter in length to their regular session. This will enable them to spend some time in the setting and with the staff.
- A reassuring phone link - Please phone if you are worried about how your child is settling without you. We understand it can be difficult for you both.
- An 'open door' policy - The opportunity is always there, to talk with your child's Key Person 'Buddy' and/or Nursery Teacher at the beginning and end of sessions.
- A parent's meeting each term to share your child's learning journal and discover more about their 'Next Steps' in learning.
- Access to Tapestry in which you can see and comment on your child's learning. Tapestry also allows you the opportunity to contribute to your child's Learning Journey by taking part in weekly activities and/or posting Wow Moments you have observed outside of the Nursery setting.
- A weekly memo with curriculum information about what we are learning each week.
- A weekly Home Learning activity to complete at home.

Our Enabling Environment

We take pride in our lovely Nursery. We provide a warm, stimulating environment for children to enjoy. Our indoor spaces are linked to all areas of the Early Years Foundation Stage curriculum. There plenty of 'communication friendly spaces' where we love to socialise and chat with our friends. Come and have a look!



We love to learn outdoors, whatever the weather. There is a smaller Rainbow Garden for our very youngest pupils, and a larger space for our 3 to 4 year children in the Sunshine Garden. Both of our outdoor areas feature climbing equipment, sand pits, role-play areas, covered areas and much, much more!



Learning and Development

Characteristics of Effective Learning

The Early Years Foundation Stage Curriculum explains that in order for children to learn well, they must approach opportunities with curiosity, energy and enthusiasm. Effective learning must be meaningful to a child, so that they are able to use what they have learned and apply it in new situations. These abilities and attitudes of strong learners will support them to learn well and make good progress in all Areas of Learning and Development.

The Characteristics of Effective Learning are:

- Playing and Exploring (Engagement)
- Active Learning (Motivation)
- Creative and Critical Thinking (Thinking)

The Early Years Foundation Stage Curriculum

The Prime Areas

The following three Prime Areas of the curriculum are the foundation blocks which directly influence learning in four other specific areas.

1. Personal, Social and Emotional Development is about *Making relationships*, developing a *Sense of self* and *Understanding emotions*. In our Nursery, children begin to find out about themselves, recognise their strengths, likes and dislikes, and become confident, independent individuals. We will help your child to recognise emotions in themselves and others, behave respectfully, and make friends.

2. Physical Development is about developing the strength, and coordination required in all aspects of *Moving and Handling*, including gross motor skills and fine motor skills. It also emphasises the important skills related to *Health and Self-care*. Our garden is a great space for building large muscle groups, and activities inside and outside support developing upper body strength, shoulder and arm muscle strength, as well as hand and finger control in readiness for using tools such as pens for drawing and writing.

3. Communication and Language involves *Listening and Attention*, *Understanding* and *Speaking* in everyday contexts. In our Nursery we support ECaT 'Every Child a Talker' and recognise that successful social communication and learning across all areas of the curriculum relies on your child's ability to talk and explain what they know.

The Specific Areas

4. **Literacy** relates to Reading and Writing.

5. **Mathematics** focuses on Number, Shape, Spaces and Measure

6 **Understanding the World** refers to People and Communities, The world and Technology.

7. **Expressive Arts and Design** involves Creating with Materials and Being Imaginative and Expressive.

Important Policies and Procedures

Safeguarding Policy

The safety and welfare of the children are paramount. An online copy of our school Safeguarding policy is available on our school website. Alternatively, a full copy is also available at the school office.

Equality Policy

Our Equality Policy summarises the school's approach in ensuring that everyone will be treated equally. It recognises that all individuals are different and have needs. It confirms an entitlement to equality for all pupils irrespective of disability, gender, gender-identity, race, religion or belief, sexual orientation and age.

Behaviour Policy

A full copy of our Behaviour Policy is available from the school and also on our school website.

Intimate Care Policy

Fairisle Infant and Nursery School is committed to ensuring that all staff responsible for the intimate care of children respect dignity and privacy and undertake their duties in a professional manner. Child protection procedures will be adhered to.

Intimate care is any care which involves washing / touching a child for the purpose of cleaning a pupil after they have wet /soiled themselves to intimate areas. In the case of a specific procedure i.e. any child with a medical condition /disability, only a person suitably trained will undertake the procedure.

Any specific intimate care arrangements will be discussed with parents /carers on a regular basis and recorded on a child's Intimate Care Plan. The needs and wishes of children and parents will be taken into account wherever possible.

All parents /carers are encouraged to support their child in developing independence with regard to toileting procedures and to participate with their child at home as appropriate.

A copy of this policy will be supplied in our Nursery entry pack which will be given to you by your key worker at the start of your child's time in Nursery.



Medical Information



Please tell us if your child suffers from any serious or recurring medical condition, allergy, sight, hearing or speech difficulty. You will be advised by your keyworker if a Health Care Plan is needed. This information will be treated as confidential.

Asthma

We keep a record of children who may, even occasionally, need an inhaler. An inhaler can be administered in school once the necessary paperwork has been completed, and a Health Care Plan put in place. This form will need to be filled out when your child starts Nursery, or as soon as your child is diagnosed with Asthma by a doctor. The school office, or your key worker, can supply you with the relevant forms.

Medicines in school

If your child has been ill and needs to complete a course of prescribed medicine but is otherwise well enough to be in Nursery, please arrange the doses so that they can be administered before or after the session.

Please note: We do **NOT** administer non-prescribed medicines

Short-Term illness

If your child is suffering from a short-term illness and is clearly unwell, we strongly advise you to keep him /her at home.

Please note: If your child has had sickness or diarrhoea, please keep him /her off school for at least 48 hours after it has cleared up.

Illness at Nursery

If your child is taken ill during the day, we will contact you and ask you to collect your child. Please ensure that at all times we have an up-to-date Emergency contact number for this purpose.

Minor Injuries

Minor bumps or grazes are attended to by our Nursery staff. Trained Paediatric First Aiders are also available at all times. Red Letters are sent home alerting parents to the nature of the injury and the first-aid administered.

Emergency Contact Numbers

In the event of a serious injury, parents (or the nominated emergency contact) will be contacted, and an Ambulance if required.



Please Note: It is very important, in case of an emergency, that the school has an up-to-date emergency contact number. Thank you!

