



Ladybird Class



Welcome

At Stoughton Nursery we aim to be friendly, approachable and helpful. We create an environment which we hope will stimulate and encourage your child. In Ladybird Class your child will develop their confidence, independence and positive self-esteem, providing a sound basis on which to build all future learning.

Our Team



Rebecca Coles
Nursery Teacher
(M-W)



Susie Hanlan
Nursery Teacher)
(W-F)



Emma Holt
Nursery Assistant



Lissa Loveday
Nursery Assistant

Nursery Sessions

Full time children (30 hours):	Monday –Friday 8.50-2.50
Monday-Wednesday children (15 hours):	Monday and Tuesday 8.50-2.50 Wednesday 8.50-11.50 (go home for lunch)
Wednesday-Friday children (15 hours):	Wednesday 11.50-2.50 (children need to have an early lunch on Wednesdays before they arrive at nursery) Thursday and Friday 8.50-2.50

Each child is assigned to a Key Person who will work alongside them to make them feel secure, extend their own learning experiences and be aware of the next steps in their development. This person is responsible for maintaining the child's online profiling system (Tapestry). Parents are encouraged to share any concerns or achievements with their child's Key Person or any other member of the nursery team.

Typical Nursery Day

- 8.50 Open door and registration
- 9.15 Carpet time-daily input
- 9.30 Free flow inside and outside (within this time there will be an adult led focus activity and group times)
- 11.25 Tidy up
- 11.30 Carpet time/getting ready for lunch
- 12.00-1.00 lunchtime/outside play
- 1.00-1.15 Register and Story time
- 1.20 Free flow inside and outside (within this time there will be an adult led focus activity and group times)
- 2.10 Tidy up time
- 2.20 Carpet time
- 2.40 Get ready for home time
- 2.50 Nursery finishes

Drink/Snack Time

- Please could your child bring a named water bottle into nursery each day.
- Milk and water are available inside and outside for children to help themselves to throughout the day.
- Children can also help themselves to a fruit snack.
- We ask for fruit donations once a week for part time children and twice a week for full time children.

COIN – Bees

- We have a pre-school speech and language unit at Stoughton catering for seven children with specific needs in this area.
- They join us for part of our morning session at nursery for approximately one hour per day (10.00-11.00) and also for P.E.
- We often share resources with the Language Unit and share planning ideas. Bees also join us for our Christmas concert and other celebrations.

Clothing

- Uniform-children need to wear a red nursery polo shirt and a school jumper. Please see our [school website](#) where you will find a link to Stevensons School Uniform Outfitters in Burpham.
- Comfortable clothes that your children can move freely in.

- Sensible shoes (not flip flops or crocs) preferably with Velcro fastenings. They may wear sandals in the summer.
- Suitable clothing for messy and outdoor activities.

Physical Education

- We have one PE session a week in the main school hall for our part time children and twice a week for full time children. This will start after the autumn half term once the children have settled in.
- The children take off their shoes and socks and are encouraged to do this independently.
- Please send them in shoes that they can put on and take off independently.
- Earrings are not allowed.
- Long hair should be tied back.

Wednesday Change-over Day

- For Monday - Wednesday children, pick up at 11:50am on a Wednesday will be as follows: please wait on the grassy area near the main nursery gate. The children will be dismissed from the middle doors under the sheltered area.
- For Wednesday - Friday children arriving on Wednesday at 11:50am, please wait on the nursery racing track as usual. They will need to have an early lunch at home on this day. They will then play in one half of the nursery whilst the full-time children have their lunch.
- Full- time children will stay at nursery as usual.

Lunchtimes

- Children need to bring a packed lunch in (**NO NUTS**, chocolate or fizzy drinks).
- Lunch will take place in the nursery.
- The part-time children coming in on Wednesday at 11:50am need to have their lunch at home before arriving at nursery on a Wednesday.
- The Monday to Wednesday children will be leaving before lunch on a Wednesday.

How we communicate with parents

- ParentMail is used for most of our correspondence, forms and newsletters. You will receive a registration email within the first two weeks of term. Please note all payments should be made through ParentMail. We cannot take any cash payments in the nursery. If you do not receive your registration email please contact the office.
- Tapestry is a secure online learning journey
- School website
- Parents Evenings (this has been via Zoom this year) and reports
- Please feel free to email any concerns or enquiries you may have to:

rcoles@stoughton.surrey.sch.uk

shanlan@stoughton.surrey.sch.uk

Pick ups and Drop offs

- Please let us know if anyone different is collecting your child, even if it is a relative. We won't release your child to someone who doesn't usually collect them, even if they feel comfortable and happy with them. In these circumstances we will call to gain permission before releasing them. You can notify us of someone different collecting your child in person or through using the Studybugs app.
- When you arrive in the morning with your child, please wait with them on the nursery racing track. Depending on circumstances at the time, please wear a face mask and maintain social distancing. When the door is opened and a member of staff welcomes the children in, please say goodbye to them at the bottom of the ramp and let them come up on their own. We cannot be sure if government guidelines will allow parents into the building and, furthermore, we have found that despite many of the headaches Covid-19 has caused, the children settled into nursery life much more quickly by saying goodbye outside and coming in independently.
- At pick up, please maintain social distancing and form a queue around the racing track, starting from the bottom of the ramp. We will dismiss the children in the order of the queuing parents.
- For Monday - Wednesday children, pick up at 11:50am on a Wednesday will be as follows: please wait on the grassy area near the main nursery gate. The children will be dismissed from the middle doors under the sheltered area.
- For Wednesday - Friday children arriving on Wednesday at 11:50am, please wait on the nursery racing track as usual.
- We will have a one-way system in place; please enter via the main nursery gate (come through the school gate and then turn right) and leave through the gate at the bottom of the nursery racing track.

Tapestry

- Tapestry is a secure and personal online Learning Journey used by staff to share your child's achievements at school.
- Observations are added to individual children's journals in the form of photos and written observations.
- Tapestry gives you an insight into what your child has been learning at school.
- Parents can add to Tapestry to help staff build a better picture of the child's learning journey.
- Please complete the form on our website.

Donations

- To help support our enriched curriculum we ask for a termly voluntary donation of £5 per term or £15 for the year which can be made, if you choose via the 'shop' in ParentMail.
- Tissues (one box per child, per term)
- We always appreciate newspapers, empty boxes and materials for our creative activities.
- Glue stick

How Parents Can Help

- Please discourage your child from bringing in items from home. This is so we can limit the COVID risk and also so they get upset when items get lost.
- Please do not allow your child to play on the outside equipment before or after the session; the staff take a long time to set up all the activities and it can be a shame if they get played with before the session starts.

Praise

- Please encourage your child to tell you something that they have done that day. Share their enthusiasm and pride in their pictures, paintings and models. Give your child praise for their 'work of art' and encourage them to talk about what they have made.
- We praise individual children each day for something kind or helpful they have done. They are awarded 'Ladybird of the Day'. We will award them with a sticker and a photo will be posted on Tapestry.

Unable to Attend Nursery

- Please use the Studybugs app or call the school and leave a message on the absence line to inform us of your child's absence.
- Please do not send your child to school if they are feeling unwell, or if you felt it necessary to give them Calpol. Children should not come into school if they have been given Calpol that morning.
- Please note our policy regarding children's sickness. If a child has been absent with sickness/diarrhoea they need to be kept off school for 48 hours following the last bout of sickness/diarrhoea.

Forest Schools

- Forest School is an inspirational process that offers children regular opportunities to achieve and develop confidence and self-esteem through hands on, achievable tasks in a woodland environment.
- Our Forest School leader (Mrs Goodall) will run sessions within the school grounds on a weekly basis with different groups of children. This will start after October half term and each child will get one session of forest school per half term.
- Forest School sessions take place in the wildlife area in the main school grounds unless the weather conditions are deemed hazardous; the rain or snow does not stop our sessions.

Cooking

- The children have an opportunity to take part in cooking.
- They are taken to the children's kitchen (just down the corridor from nursery) with a member of the nursery team.
- They will all get an opportunity to bake something to take home or share with the rest of nursery.
- Similarly as with forest school, each child will have the opportunity to have one cooking session per half term.

The Friends of Stoughton Infant School

- The Friends of Stoughton Infant School organise social and fundraising events throughout the year.
- The Friends group is run by parents and everyone is welcome to join either as a regular helper or just to participate in individual events.
- The money raised provides curricular resources for the children helping to enrich their learning, and seasonal treats include a visit from the Easter bunny complete with chocolate eggs, and at Christmas, crackers and party bags for all the children.

