



# Queenswell Infant and Nursery School



Welcome to Seedlings Class  
Nursery for 2 and 3 year olds.

# Welcome to Queenswell Infant and Nursery School



A very warm welcome to Queenswell Infant and Nursery School, we are delighted that you have chosen our school for your child's education. We provide a happy, safe and exciting learning environment where every child is supported to

*'Enjoy, Endeavor, Achieve, Together'*

We are a diverse, vibrant learning community where expectations and standards are high so that every child achieves their full potential. We follow our core values which are:

**RESPECT:** We use kind words and actions; respect each other and our property as we learn and grow.

**RESPONSIBILITY:** We are positive role models, we take responsibility for our environment and our learning so that we can succeed together.

**EQUALITY:** We treat each other fairly, celebrating our differences together so we succeed in our own unique way.

**COMPASSION:** We are compassionate, we show kindness and empathy to create a happy, caring environment where everyone is listened to.

**HUMOUR:** Through fun and laughter, we enjoy our learning together. A smile costs nothing!

**DETERMINATION:** We are determined! Through our developing growth mindset, we show resilience and challenge ourselves.

## Seedlings Nursery Team

Early Years Foundation Stage Leader: Amanda van der Merwe

Nursery Lead Teaching Assistant: Rudina Dedgionaj

Nursery Teaching Asststant: Molly Entwistle

Executive Headteacher: Mrs Longworth

Head of School: Miss Oppenheimer

Nursery admissions and administration: Ms Stutman

## School Times

The school timetable is as follows:

Morning Nursery

8.45am to 11.45am

Afternoon Nursery

12.45pm to 3.45pm

30 Hour Children

8.45am to 2.45pm



## Lunch

The children staying for 30 hours have the option of having a hot school lunch which can be paid for using the Arbor App. The current cost of a hot school lunch is £2.55.

However we appreciate that in order for your child to feel happy about eating at school, it can help to have foods that are familiar. You may find it helpful to provide a packed lunch with foods that you know your child is comfortable eating. It can help initially if your child can choose with you what to put in their lunch box. As we encourage healthy eating at school, we do not allow sweets or fizzy drinks. We are also a nut free school.

## **15 and 30 Hours Free Entitlement**

The nursery is able to offer some 15-hour and 30-hour places for those parents who are eligible for the free provision. Please visit the website <https://www.childcarechoices.gov.uk> to see if you are eligible and to apply for your free entitlement.

If you are eligible for 15 or 30 hours free early education, you will be given an 11-digit code for your child. This will need to be given to the office, along with your national insurance number, in order to claim for your free space.

The children staying for 30 hours have the option to pay for 1 additional hour to stay until the end of the afternoon session at 3.45pm. This is at a cost of £40 per week.

## **Extended hours**

We offer extended hours for all nursery aged children. You may pay for your child to attend extra sessions from 7.45am-8.45am (breakfast club), and/or 3.45pm-6pm in our after-school club. For more information, please enquire at the school office.

## **Children turning three**

If your child turns three while they are in the 2 year old Nursery and we do not have a place in the 3-4 year old Nursery, we are able to keep them in the 2 year old Nursery until a place becomes available. You will need to complete a 3-4 year old Nursery application form and return to the school office. We will add your child to the 3-4 year old Nursery waiting list.

## **Order of priority for 3-4 Year old Nursery**

- Children who are 'looked after' by a local authority
- Children that have a statement of special educational needs that names the school as a placement
- Children of staff working in the school
- Children who have attended our 2-3 Year Old Nursery for the previous whole academic year (September to July)
- Children with siblings attending the school
- Proximity of house to the school

## **Arbor Parent Portal and Parent App**

Arbor is a simple, smart, cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Parent App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. You will be able to see and update your child's information, get live updates, and make payments or bookings on the go! To find out how to register for the App, please see the leaflet enclosed.



## Settling in

The children do not all begin on the same day, but are invited to start in small groups. This enables the staff and the other children to have time to get to know each other.

It is very important that a parent or carer stays with their child for the first session to help them settle into the environment.

Please be prepared to stay with your child for a few sessions until he/she feels confident enough for you to leave.

If you have any concerns about how your child is settling in, please do talk to the nursery staff.

### What do I need to bring on my first day?

- Change of clothes to be kept at school and replaced every time it is used.



- A named water bottle that should be refreshed and returned every day. No metal bottles please as these are a health and safety risk to children of this age.



- Nappies and wipes (if required)



## School Uniform

Queenswell Nursery school uniform consists of navy-blue tracksuit bottoms; yellow polo shirt and Queenswell navy blue jumper or cardigan. Please start teaching your child to undress/redress. We will also help teach the children these important life skills. If you wish to purchase uniform with the Queenswell school logo, this is currently available at Braggs school uniform shop, 341 Ballards Lane, North Finchley, N12 8LJ. Non-branded items of uniform are available from major supermarkets and other children's clothing outlets.



Shoes should have flexible soles and closed toes so that your child is able to run and climb safely – no 'crocs', Ugg style boots or strappy sandals please. Velcro fastenings on their shoes mean they can do them up themselves. We request that you keep a pair of wellington boots and water proof overalls at nursery for children to change into when they play in messy areas outside such as the 'mud kitchen'.



Please ensure that your child wears the correct uniform every day and that all clothing is **clearly labelled** with their name, including coats and shoes.

## The Early Years Curriculum



Our Nursery classes follow the guidelines of the 'Early Years Foundation Stage Framework'.

This is approached as much as possible, in a practical way. Research has shown that young children learn through their play and "hands on" experience. Therefore, the nursery class is arranged in such a way that the children can take part in all these practical activities in an independent manner.

All the activities are carefully planned, arranged and supervised in order that the children are motivated to gain experience in all aspects of the curriculum.

The Early Years curriculum covers seven areas of Learning and Development.

The first three are known as the Prime Areas:

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

The four other areas are known as the Specific Areas:

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



## Messy Play

For many children this will be their first experience of taking part in certain activities. Sand, water and messy play will take place daily so it is important to ensure that your child always wears clothes that are able to get a bit messy! You must also ensure to always have a change of clothes in a bag on their peg.



## Outdoor Activities

A very important part of the Foundation Stage Curriculum is promoting children's physical development and learning about what keeps them fit and healthy. It is recognised that physical activity aids brain development and children are encouraged to play outside every day, whatever the weather.

The Nursery has its own outdoor play area and this is used as much as possible for a variety of purposes. Please ensure that your child comes to school wearing appropriate clothes, for example, hats, gloves, scarves for cold weather, rain coats and wellington boots when it is rainy and sun hats and suncream when it is hot and sunny!



**All clothes MUST be named as they will go missing very easily if they do not have the child's name in.**

## Forest School

We are a Forest School, which means that we have a small dedicated area on the school grounds which the children will sometimes have the opportunity to visit in small groups. Forest School activities may include den building, log climbing, mini-beast hunts, outdoor games, nature arts and crafts, exploring woodland areas within the school grounds, cooking on a camp-fire or using simple tools.



## Toilet Training

At Queenswell we promote independence and encourage children to have a go at managing their own self-help skills.

Each child will be at their own stage when it comes to toilet training, all children develop at different rates.

In Seedlings Nursery Class we have full nappy changing facilities for those that are not yet using the toilet.



Please discuss with the nursery staff where your child is on their 'toilet training journey'. We will be sure to support you and your child whatever stage they are at.

## Snacks

The children will sit together for snack time about half way through the morning. This is a social time for children to sit together and enjoy the same food as each other.

We will provide fruit, toast and milk for the children each day. We would welcome donations from parents of rice crackers or bread sticks for the children to share as well, as and when you are able to.

If your child has any allergies please make sure that the office has up to date information.



## Water

Please provide a named water bottle for your child which must be refreshed and returned every day. Please do not give your child a metal water bottle as these can be unsafe for young children and can cause injury.



## **Focus Weeks and Key Person**

These are weeks when the nursery staff focus on specific children in the morning the afternoon to see how they are developing across the seven areas of learning. Following your child's focus week, you will be invited to a parent teacher consultation to discuss your child's progress and participate in making some targets for them to aim for. Your child will be assigned a key person who you can share information about your child with, and speak to about any updates or questions regarding their progress.



## **Two-Year Old Check**

The Early Years Foundation Stage (EYFS) requires that parents and carers must be supplied with a short, written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development; Physical Development; and Communication and Language; when the child is aged between 24-36 months.

The Nursery staff will complete this assessment check and will then ask to meet with you to hear your views on your child's development and discuss your child's next steps.

## Online Learning Journey - Tapestry



You will be given access to an online record-keeping system called Tapestry. Each child will have their own learning journal where we will keep photos and observations of your child's progress. Only you will have access to your child's learning journal, where you can keep up to date with the progress they are making and respond with your own comments, photos and videos as well! Please return the permission form in your pack so we can get you started.

### Books

Children are encouraged to choose library books to take home to enjoy with the family. Don't be surprised when the same book is chosen on a regular basis! This is very good for your child and you will see them gaining confidence and even correcting your story telling from time to time! We do ask that you only take one book at a time and to please keep the book in a school book bag which can be purchased from the school office. Please look after our books and return them in good condition.

For some top tips on establishing a reading routine at home, visit the Book Trust website here:

<https://www.booktrust.org.uk/resources/find-resources/story-explorers-tips-and-advice-for-parents-and-carers/>



## Punctuality

It is very important for your child to be at school at the beginning of the school day. This allows for a calm settled start. It is equally necessary for him/her to be collected promptly at the end of the school day. To see all your friends going home and nobody there to collect you can be extremely upsetting for a child.

If someone other than you is collecting your child the school needs to be informed, preferably in writing but, if this is not possible, then by telephone. They will need to provide a password to collect your child.

## Illness and Absence

If your child becomes unwell during the day, they will be looked after by our medical room staff and if necessary you will be contacted and asked to collect your child.

- If your child has had vomiting or diarrhoea, they **must** stay at home for 48 hours after the last attack. This is in order to prevent further spread of infection.
- If your child is on medication please advise the school office on return to school.
- If your child has a chronic or long-term illness e.g. asthma or allergies, please inform a member of staff as you will need to fill in a medical form.

Please be reminded that if your child cannot attend nursery for whatever reason you must inform the school office as soon as possible. Please ensure you clearly state your child's full name, class and details of the reason for absence.

**If your child is absent for more than 10 sessions in a term, we are obliged to inform the Local Authority. Unless there are compelling reasons for the absence it is possible that the place may be taken away.**

**The Local Authority does not consider term-time holidays as a compelling reason for absence and permission must be sought in writing from the Head Teacher before taking time off.**

If your child has recurring absences you may be asked to provide medical evidence. If you cannot provide this evidence an appointment will be made for you to meet the Head Teacher to explain the circumstances.

## Travelling to School

Queenswell tries to encourage parents to walk their children to school, this not only gives the children exercise but it reduces congestion and pollution from traffic around the school. We have three entrances to the school:

Sweets Way is our main entrance – this can be accessed at any time during the school day including nursery collection and drop off times of 11.45am and 12.45pm. Please ring the bell on the gate to request access during these times. Please note that this is pedestrian access only. **We have NO parking onsite for our nursery.** All onsite parking is reserved for staff or children attending the Acorn and Oakleigh Special Schools that share our school site.

Friern Barnet Lane gate – this gate is only open at the beginning and end of the school day.

Queenswell Avenue gate - this gate is only open at the beginning and end of the school day. Please do not park on the gravel drive in front of this gate as this is private property belonging to our neighbours in nearby homes.



## How you can help your child's learning and development

Here are some ways that you can help at home, at the park, whilst shopping, and doing other day to day activities.

Remember: the most precious thing you can give your child is your time.



### Personal, Social and Emotional Development

Starting Nursery is a milestone in your child's life and we understand it can be an emotional time for you too – try not to let your child be aware of your anxieties.

Children learn best when they are happy. There are things you can do to help ensure your child starts Nursery with a smile:

- Chat about the Nursery as you go past and how they will be part of it.
- Comment enthusiastically about the experiences they will have and the people they will meet – teachers and teaching assistants.
- Ideally ensure they are toilet trained and out of nappies.
- Encourage your child to use the toilet independently and wash their hands afterwards.
- Encourage your child to dress and undress him/herself
- Eats meals together as a family, encouraging the use of a knife and fork.
- Encourage sharing by playing turn taking games.
- Join your child to tidy up their toys. Do it together and make it fun!
- Praise the little things your child achieves to encourage a positive self-image.

## Communication and Language

The ability to listen and speak, emerge out of non-verbal communication such as body language, facial expressions, hand gestures and eye contact. As well as developing their self confidence and skills in expressing themselves, they will be able to speak and listen in a range of situations.

- Copy the sounds your child makes
- Model the correct way of saying a word, without forcing them to copy.
- Talk to your child about anything and everything!
- Listen too – this is important as it lets your child know you value their thought and ideas.
- Join in songs, rhymes and role play together.



## Physical Development

Children learn through being active and interactive, linking all the other areas to their physical development. As they improve their coordination, control, manipulation and movement, their confidence grows and they benefit from being healthy and active.

- Encourage different ways of moving – walking, running, jumping, crawling, climbing, swinging, sliding, quickly, slowly, backwards, forwards, sideways, over, under, through or between. A trip to the park is a great place for this.
- Dancing to music can be great fun.
- Kicking a football, or throwing and catching.
- Build constructions with bricks or blocks.
- Thread beads.
- Playing with playdough – search online for easy home-made playdough recipes.
- Paint, cut out and stick.
- Use pens, pencils, crayons.
- Fill and empty containers – pour from one to another. Bath time is great for this!
- Teach your child how to brush their teeth.
- Encourage your child to say when they need to change their nappy or go to the toilet.



## Literacy

- Enjoy books together – this gets children off to a very good start.
- Read together encouraging your child to chip in and discuss the story.
- Point out words as you read them. This helps children to realise that text has meaning.
- Draw attention to words anywhere and everywhere – shop signs, magazines, food packaging.
- Play games such as “I spy, with my little eye” or “I went to the shop and I bought an apple, a banana, a carrot” – it helps your child to listen carefully to the first sound in a word.
- Encourage your child to “write”. It may be squiggles or letter like shapes.
- Encourage your child to recognise their name.



## Mathematics

- Sing lots of counting nursery rhymes.
- Sort out toys at the end of the day – don't do it all yourself, but don't expect your child to do it all either. Do it together and talk about things that go together and where the box should be kept.
- Empty and fill up containers of different shapes and sizes.
- Familiarise your child with times of the day – morning, afternoon, day and night.
- Count your footsteps, count the stairs, count your fingers, sing rhymes with numbers.



## Understanding the World

We all need to make sense of the world around us. It's no different for children and they need to know how and where they fit into it. They learn from real life situations and use all of their senses to explore them.

- Talk about family members, young and old.
- Take your child to the shops, local library, for a ride on a bus or tube.
- Encourage digging in the garden, playing with sand and water.
- Encourage planting seeds and watching plants grow – what do they need to grow?
- Look for mini-beasts in the garden and see how they behave.
- Explore glue, clips and sticky tape for joining things.
- Build with construction kits, blocks and empty boxes.
- Enjoy mixing things, cooking, putting water in the freezer etc and seeing what happens.



## Expressive Arts and Design

Creativity flourishes in an environment that is stimulating, where children can learn to respond, explore, express and communicate their ideas.

- Explore colours and textures – cut out, tear and stick with used wrapping paper.
- Use playdough for rolling and moulding.
- Make music and different sounds using household items.
- Sing songs and rhymes together.
- Dance to different types of music.
- Encourage role play and improvisation, using one thing to represent another.



## **Bring in your rubbish**

Occasionally we need to replenish our supplies of recyclable material, e.g. egg boxes, fabric, plastic trays, cardboard inserts from kitchen rolls etc. Please don't throw them away, send them our way!



## **Working in Partnership**

There are lots of ways parents can help.

### **Come into the classroom**

We encourage parents to come into school where they can help with classroom experiences

- by sharing books with the children in English and home languages
- by sharing expertise e.g. in music or cooking

Please let the nursery staff know if this is something you would like to do.

### **Donations**

All parents are asked to make a donation via the payment option on our Arbor App. This goes towards additional provision such as cookery, playdough, craft materials and many other things. We are extremely grateful for essential donations.

## **Any Questions?**

If there is anything that we have not answered in this welcome booklet, please feel free to ask. Our school email is [office@queenswellsch.org](mailto:office@queenswellsch.org)

We look forward to working with you and your child.