

# Welcome

## To Godshill Griffins

## Nursery Class





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We hope that you will find all the information you will need to help settle your child in to our nursery class, and answer some of your questions and make you feel welcome. If there is any further information you require, please ask. We offer many visiting sessions, such as visits, open days, toddler sessions and activity days throughout the year.

### *Settling into Nursery Class*

For some children starting nursery class will be the first time that they have been left with another person in a place other than home. At Godshill Griffins nursery class we aim to make this process as smooth as possible. *We offer a Toddler session every Wednesday 9am until 10.30am where you can stay and enjoy activities within the nursery class with your child.\**

We believe that all children and families are unique and we take this into account throughout the settling in period. Through discussion with the nursery class staff individual arrangements are agreed for each child.



### *Settling in Visits*

Everyday at Godhills nursery class is different, however there are some routines that are always in place. *You may wish to come along to your child's first few sessions* to help them learn routines for using the toilet, washing their hands, drying their hands, changing into their wellies and coat, where to find their drink and which adults to ask if they need help.

If your child has been coming along to our Wednesday toddler sessions then they tend to settle in quickly because they are already familiar with the setting and staff.





## Toddler Sessions

Every new family will be offered a chance to come along to our toddler sessions on a **Wednesday morning** (9am until 10.30am). The content of these sessions will vary depending on the weather but will include aspects of forest school, craft, music, stories and active play.

These sessions are recommended for ages 18 months plus. The session will be run by a mixture of staff from the EYFS team so you will get to meet all of the staff.



## Our Session Times

	8:50am - 9:50am	9:50am -10:50 am	10:50am - 11:50am	11:50am - 12:50am	12:50pm - 1:50pm	1:50pm - 2:50 pm
Option a	Morning session (no lunch) 3 hours <b>£15</b>					
Option b	Morning session (with lunch) 4 hours <b>£20</b> (plus £2.50 if school lunch required)					
Option c				Afternoon session (with lunch) 3 hours <b>£15</b>		
Option d	Full day (with lunch) 6 hours <b>£30</b> (plus £2.50 if school lunch required)					

All three year olds are entitled to **15 funded hours a week** and some families will be eligible for additional funded hours through the **30-hour** offer. (If you believe that you are entitled to 30 hours please speak to a member of staff).

From April 2024 **15 hour funding** will be available for 2 year olds, please check the Government website for more information.



## *Extended hours*

Godshill Primary School offers a breakfast club (from 8am) and after school club (3pm until 5pm). If you are interested in sending your child to these then please ask at the school office for more information.

## *Payment Details*

Payments are due in advance either weekly, half termly or termly. The easiest way to pay is online through our 'SchoolMoney' payment service. Cash or card can also be accepted at the main school office.

We are able to accept childcare vouchers. Please see [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more details or speak to your employer about payment schemes where applicable and inform us if you will be taking up this scheme.

Additional sessions that have been pre-booked, will be charged for, in advance every half term. If your child attends further, un-booked sessions, these will be added to your School Money account ([www.schoolmoney.co.uk](http://www.schoolmoney.co.uk)) and payable immediately.

If outstanding payments have not been received within 15 days of the first chargeable session, the child's additional chargeable sessions at Godshill Griffins nursery class will be terminated. (Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery).





## *Illness and Absences*

Please inform us if your child is absent from preschool for any reason on **(01983) 840246 (Option 3)**. Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full 48 hours after the last episode.

Should your child become ill in preschool, we will try and contact you as soon as possible so that they can be collected. Please remember to inform the office of any medical conditions or allergies that relate to your child so that we can be aware of them.



## *Cancellation Policy / Notice to Leave*

We have limited places, therefore if you have booked a paid session/day, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays (this applies to lunchtimes as well).

You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform us of any absence.

We kindly ask that if you choose to leave our setting, a minimum of one months notice is required. Any payments that have been made for a place within your months notice will not be refunded and further payment to complete your commitment to the end of the month would also be required.



## *Voluntary Contributions*

Trips out of the setting and special events are a fantastic opportunity for your child to learn about the wider world. Sometimes a voluntary contribution may be requested.

(No child will be excluded if a contribution is not received).



## *Collection Arrangements*

When you register your child for Godshill Griffins, you will be asked to provide the names of anyone who is authorised to pick up your child. You must inform the staff or school office if these arrangements need to change. (If we are in **any doubt**, we will not send the child home until we have phoned you).

If you will be unavoidably **late** picking up your child will be placed into an after school club and a fee will be applied.





## Snacks

A selection of fruit and a carbohydrate snack (such as a breadstick/rice cake) will be offered to the children along with milk or water.

Please provide a **healthy snack item**, snacks are shared with the whole group at snack time. This is a lovely opportunity for the children to develop their early language skills as well as maths and social skills.

If your child has any special **dietary requirements** / **allergies** please make staff aware so we can cater for them.



## Lunches

Children can bring a home packed lunch, or a school dinner can be ordered on the day, although this will need to be ordered before 9:00am and there will be a charge of **£2:75 (2023)** per meal payable on the day.

As part of the early years curriculum the children learn about healthy and unhealthy food. Therefore if you choose to provide a lunch for your child please do not include sweets, glass bottles, chocolate or fizzy drinks. We are allergy aware at Godshill Primary School and ask that you kindly do not send your child into school with any **NUT** or **CITRUS** foods / food products.



## *Sleep*

We have a quiet area with sleeping mats and a cot for children who need a sleep or just want a little quiet time.

## *Safeguarding*

Godshill Griffins has a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves please let their Key Person, or relevant members of staff know.



## *Accidents and accident reporting*

All accidents requiring treatment are recorded in our accident books. Whoever picks up your child will be told about the accident and a medical record signed. If in our opinion a child requires further medical treatment, we will contact you immediately. Please make sure we have up-to-date contact numbers.

## *Nappy Changing Facilities*

For children who are not yet ready to use the toilet, we have a nappy changing facility. Parents are asked to **provide nappies and wipes** in a **named bag**. When you feel your child is ready for potty training, let us know and we will happily support you in achieving this. Please ask if you wish to see our nappy changing policy.

During their time at Godshill Griffins your child may need intimate care. Staff who provide intimate care to children have a high awareness of child protection issues. This can be when cleaning up a child after they have soiled themselves, helping them to change clothes when wet or changing nappies for those children who are not yet toilet trained. These duties will be undertaken in a professional manner at all times.





## *Clothing*

There is nothing better than a child that likes to explore and this is heavily encouraged. We cannot guarantee that they will not get messy! Please dress your child in suitable 'play clothes' that are easy for them to remove if they are toilet training.

When it is sunny we advise that children wear a **sun hat** and **sun block** that you put on at home. Please make sure that your child has an appropriate **coat** because we encouraged the children to learn both inside and outside in **all** weathers. All **clothes should be labelled** including coats and shoes.

Please provide your child with a full change of clothes for each session in a named bag.

## *Our Uniform*

All children attending Godshill Nursery will be required to wear a **purple polo shirt with or without our school logo on** with our purple woolen jumper as an optional addition. These can be purchased from <https://www.bigwight.com/>





## *How we learn in nursery class*

We believe that children learn through **play**. The children are encouraged to join in with all the activities, to be independent and to make choices. We offer a rich and varied curriculum in a safe but exciting environment. Every child develops at their own pace, but we aim to provide every child with opportunities that will help them to reach their full potential.

Our highly trained staff will be at your child's side encouraging them to engage in activities and making sure that they are happy, safe and secure so that they can learn in the best possible way. Staff at Godshill Griffins believe that every child is **unique** and we believe that by tailoring the environment to cater for the different learning needs of its children we can move your child on to their own unique next step.



We combine future planning with in the moment planning which allows us to alter and adapt our teaching depending on what each child needs at that precise moment. For example if we had a main topic of 'The sea' but a child has become interested in submarines, then boats, then cars, the planes, we will follow their lead and enhance the area and their learning to help them explore and learn. Our overall topics run alongside the main topic that is being taught within Godshill school. This allows us to participate in whole school activities (for example if the overall school topic for a half term is space and a guest speaker comes in to run a rocket making session we would be able to take part in the activities as well).

We have a number of curriculum documents, statements and policies all available for you to see. Please ask if you would like to look through these documents. You can also ask any of our staff about the curriculum.

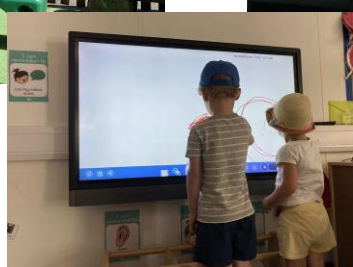


## *Our learning environment*

Each child has their own key person. This member of staff is responsible for planning the specific learning experiences that are appropriate to the needs of that child.

Our nursery area consists of several areas, each one offering a different learning experience.

- Book corner
- Mark making area - writing and drawing
- Computer - ipads and large touch screen computer
- Puzzles
- Games
- Fine motor activities
- Building
- Small word play
- Creative area for painting modelling and craft
- Home corner and childrens kitchen
- Maths area with shape and number
- Garden area - where we grow our own fruit and veg
- Sand pit - for fine and gross motor development
- Trikes, Scooters and push carts
- Area for running, jumping and ball skills
- Climbing frames
- Large construction blocks
- Nature area
- Water tray
- Mud kitchen
- Water play







## *Smooth Transitions*

We like to think that our transition process into nursery class is as smooth and worry free as possible for both you and your child. With the weekly toddler groups from 18 months old children become familiar with the setting, staff and routines. Once in nursery class the transitions are helped along by the various fun sessions.

The EYFS area at Godshill has the reception class and nursery class situated side by side. The outside area is separated by a gate, which is opened at planned times to allow for the children to free flow between the two sites. This is helpful for the children who may have just started in reception class to be able to reenter the 'familiar' learning environment. It also allows for the nursery children to become adventurous and play in the curriculum rich reception area (either alongside the reception children, or at a separate time by themselves).



A sand pit and vegetable patch creates an area of common ground, where the children can explore and play alongside each other.

The nursery children are also invited to enjoy a story time twice a week with the reception class after the Easter Holiday after which they are invited to stay and learn beside the the reception children inside the reception classroom and take part in their planned activities.

The EYFS area is lead by a fully qualified teacher and forest school leader. The Godshill nursery team, work beside the Godshill reception team to plan, share and create wonderful learning experiences across the whole of the foundation stage.



## *Daily routine*

This is what you could expect on a typical day at Godshill Nursery...

A member of staff will greet you as you enter the nursery room. Children are expected to hang up their coat and bag on their own peg and self-register.



There will be a selection of settling in activities for your child to choose from. Once all the children for that session are settled and parents/carers have left. The children are given the opportunity to talk and listen in small groups to help them develop their social skills and as well as speaking and listening skills.

After this the children can enter the environment for their continuous provision where they are given the freedom to explore the nursery area and participate in the exciting activities that are on offer.

The adults in the room use this time to observe, play alongside and teach new skills to both their own key children and the other children in the setting.

Children are encouraged to independently help themselves to their drink and snack when they need it.

At the end of the continuous provision they are encouraged to help tidy up the area.

Once per day the children will take part in a group story time/nursery rhyme session and depending on which day it is a physical development activity such as yoga and obstacle course. .

At the end of the session the children are encouraged to put on their own coat and collect their belongings ready for home time.



## *Early Learning Journals*

At Godshill Griffins we use a secure online learning journal called **Tapestry** this helps to keep track of all of your child's learning observations, next steps and wow moments. It is a very easy to use website and app, we will happily show you how to use it.

Because we are lucky enough to share your child with you, we need you to help us fill in their **early learning journal** as well as us. We will show you how to upload photos of your child and your child's pictures and even short videos. Once these observations have been uploaded we will link them to the correct developmental stage for your child and use these observations along with our own, to help plan your child's next steps in their learning. We encourage you to upload at **least one observation every two weeks** for your child from home.

## *Parent Consultations*

We will invite you in to meet with your child's key person twice in the year. You will receive one full report at the end of the year and ongoing assessments via tapestry observations.

If you have any questions or queries at any time please come in and talk to a member of staff. We are always more than happy to help put your mind at ease.





## *Pets*

We have a large selection of very well cared for pets at Godshill Griffins. These pets help the children learn in so many ways. Pets can reduce stress, anxiety, ease loneliness, encourage exercise and playfulness. Caring for an animal can help children grow up more secure and active.

To help learn about life cycles, we regularly hatch out **chickens** and study tadpoles from our on-site pond.

The guinea pigs make a perfect reading companion for the children and using our special snuggle basket even the youngest of children can safely hold the **guinea pigs**.

We have a beautiful **cold water aquarium** that the children from previous years chose themselves from the pet shop and named. A tank of **giant african land snails** promotes a wonderful learning journey and inspire mini beast hunts in our local area.

Our school **pond** is a haven for wildlife and is a regular location on our Wednesday welly walks.





## ***Newsletters***

We will try and keep you up to date with events via the school newsletter. This will be emailed out to you during the week, but is also available for you to view from our main Godshill Primary School site. <https://www.godshillprimaryschool.co.uk/>

## ***Library Books***

Nursery class use the school library throughout the week to enjoy their rich texts. Children are encouraged to borrow books from the library, please enjoy the book with your child and return it to school so that they can talk about the story with their key worker.

## ***Meet our Team***

***Our dedicated Early Years Team, supporting our youngest learners 2-4 year old in our Nursery are..***



**Marie Seaman**  
Nursery Room Lead



**Polly Smith**  
EYFS Lead  
Teacher



**Leigh Mannix**  
Early Years  
Administrator



**Alana Munro**  
Early Years  
Practitioner



**Lucy Parkman**  
Early Years  
Practitioner



**Lisa Thorn**  
Early Years  
Practitioner



## *Other*

Please do not bring dogs on to the school site.  
Do not let your child bring sweets/chewing gum/money to nursery.



## *School Contact Details*

*Executive Headteacher - Mr Mark Snow*

*Head of School- Mrs L Morgan Huws*

*Office Manager - Mrs D Knight*

*Early Years/Godshill Griffins / Extended Schools Admin - Mrs L Mannix*

*SENDCo – Ms L Nicolson- [lisa.nicolson@godshillprimary.co.uk](mailto:lisa.nicolson@godshillprimary.co.uk)*

*Chair of Governors - Mrs D Barker*

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