

Seaham Harbour Nursery School

Bottleworks Road

Seaham

Co. Durham

SR7 7NN

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Ofsted March 2006 - all areas of the inspection were graded as **"Outstanding"**

"Seaham Harbour Nursery School is an outstanding school. It is a lovely place for a child to be"

"Teaching is exceptional and so children learn very well"

"The curriculum is outstanding and so children make very good gains in all areas of learning"

Ofsted May 2009 - **"Outstanding"**

"All educational establishments should be like this"

"This is an outstanding school. Children thrive in a highly stimulating environment and make excellent progress in their learning as well as their personal development"

"The school provides outstanding value for money"

Ofsted January 2012 - **"Outstanding"**

"This is an outstanding school, committed to continually extending and improving provision"

"The head teacher, governors and staff are determined to provide high-quality education for every child"

"Children's achievement is outstanding, with each individual making excellent progress"

Ofsted March 2015 - **"Outstanding"**

"This is a happy and nurturing environment in which all children thrive"

"Teaching is outstanding"

"Children are confident, independent learners"

"Achievement is outstanding"

Ofsted March 2019 - **"Outstanding"** for the fifth consecutive time

"This is a very caring school, providing high levels of support for children and their families"

"All staff have high expectations of the children's behaviour"

"The learning environment is vibrant and stimulating and reflects the richness of learning"

Staff

All staff are fully qualified and hold required police checks and additional qualifications. Skills and qualifications are constantly updated and renewed through an intensive staff training programme.

| | |
|--------------------------|----------------------------------|
| Mrs Carole Scott | Headteacher |
| Mrs Sue Wilson | Deputy Headteacher |
| Mrs Paula Henry | Teacher (PT) |
| Mrs Anita Marshall | Office Manager |
| Mrs Lisa Stewart | Enhanced Teaching Assistant |
| Mrs Wendy Fallow | Enhanced Teaching Assistant |
| Miss Jade Tobin | Enhanced Teaching Assistant |
| Miss Andrea Moore | Enhanced Teaching Assistant |
| Mrs Florence Cummings | Enhanced Teaching Assistant (PT) |
| Miss Alex Taylor | Enhanced Teaching Assistant |
| Mrs Anya Williams -Hall | Enhanced Teaching Assistant |
| Miss Victoria Huntington | Enhanced Teaching Assistant |
| Mrs Vicky Waller | Enhanced Teaching Assistant |
| Mrs Julie Richardson | Enhanced Teaching Assistant |
| Ms Ann Bate | Caretaker |
| Ms Ann Bate | Cook |

There are also additional members of staff working in nursery who are employed through other agencies working on specific projects or with individual children.

On occasions there will be students on practical training placements in school. All students will have had police checks before coming into nursery, and they will be supervised by our own staff and college staff.



Governing Body

Our Governors are representatives from the school, parents, community and Local Authority.

The Governing Body members are :-

Mrs Ann -Marie Green
Mrs Carole Scott
Mrs Sue Wilson
Mrs Anita Marshall
Mr Dick Williams
Mr Stephen Brown
Mr David Gibson
Mrs Julie Richardson
Mrs Rebecca Mastrangelo
Mrs Pamela Arkley
Mrs Becky Robson
Mrs Stephanie Kijo
Miss Charlotte Bagley
Mrs Gayle Sumbly

Any correspondence to the Governing Body should be addressed to the Chair of Governors c/o Seaham Harbour Nursery School.



Nursery Hours

Children attend nursery on either a 15 hour place or a 30 hour place per week (subject to eligibility).

The 15 hour places are either 5 mornings 8.45- 11.45 or
5 afternoons 12.30-3.30

The 30 hour places are 8.45-3.30 for 5 days per week.

We also offer Early Drop Off/Breakfast (8-8.45) every day for an additional charge.



**Children must be collected from the nursery by a named adult.
Children under 16 cannot collect children from nursery.
If you are unable to collect your child, please let us know who will be coming.**

Welcome to the Nursery

We are looking forward to getting to know you and your child and we hope that you and your child will enjoy your time at nursery.

This brochure is intended to help you understand what we do, and how we will be working with your child.

Do remember that we work closely as a team, and if you have any questions or concerns, please come and talk to any one of us at any time.

Never talk about problems in front of your child.

Anything that concerns you or your child is important to us.



Settling In

Your child's first few days in nursery are most important, and we want to ensure that he/she will settle in as quickly and as happily as possible.

Nursery may seem a strange and noisy place at first, particularly if you have rarely, or never, been separated before.

We hope that your first visit together will help to reassure you both, but please do not worry if your child cries. All children can at some time, and staff are always ready to provide a reassuring cuddle.

Never talk about being upset in front of your child. If you anticipate problems, do come to talk to us, but not when your child is listening!



Don't worry if your child is upset or takes a while to settle into nursery. You are not the first parent to experience this and you will certainly not be the last. If you follow our advice we will soon have your child settled into nursery and they will be very happy here.

If your child finds it really upsetting to be separated from you, we may suggest that you only leave him/her for a few minutes in

the beginning, and then gradually extend the time as he/she gains confidence.

Please bring your child right into the nursery and make sure that staff know he/she is in school. We are always waiting to greet you and your child.

It is important to collect your child on time, and in the first few days it is a good idea to come a little early.



"Play is Work"

The first five years of a child's life are of vital importance. A child's experience and learning during these years is the foundation for the learning and development during the rest of his/her life.

Coming to nursery school is often the first step a child takes away from home and family. Our aim is to provide a safe, happy, caring environment in which your child can take the first steps towards independence.

The development of a friendly relationship between nursery staff and you, the parents, will help your child make the transition from home to school more easily.

In the nursery we provide materials, equipment and experiences, which with the help and guidance of experienced staff, enable each child to develop as a happy, confident and independent individual.

Play is the principal means of learning for a child of this age. A child's play is his/her work.

The emphasis in the nursery is on enjoyment, exploration, discovery and participation in play activities.



In the nursery our children learn through their play activities (both indoors and outdoors) and when you come in you will not see us engaged in "lessons". We provide a rich curriculum to develop the whole child by providing first hand experiences (seeing, doing, touching for themselves) in all areas of learning.

We plan our activities each half term with a theme as a link. The theme may be seasonal such as "Christmas" or "Holidays", or it may be something with which children are familiar with like "Stories and Rhymes", "Ourselves" or "People Who Help Us" (Details of our themes are displayed in the front entrance of nursery at the beginning of each half-term).

The skills, concepts and knowledge we want the children to develop can be learnt through many different activities, so do not worry if your child does not choose to join in one activity, he/she will have the opportunity to learn from other activities.

It is important that children choose their own activities. We all learn much more easily if we enjoy what we are doing. We do on occasion direct children to adult led activities if they need help to get involved in play. Children in nursery learn from everything they do, and their learning is not separated into individual subjects, as it will be later on in their school lives. Our planning, however, takes account of the individual areas of development.

We follow the Early Years Foundation Curriculum, this is based around areas of learning:-

- **Personal Social and Emotional Development**
- **Communication and Language**
- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**
- **Physical Development**

Personal, Social and Emotional Development

Personal, Social and Emotional Development is not taught in formal activities, but underpins all aspects of nursery.

We have high expectations of children's behaviour and we respect their choices and ideas. In return we expect children to treat each other and all adults with curiosity and with kindness.

We encourage the development of self-confidence, independence and self-awareness.

As a nursery we cater for the social and emotional aspects of learning. We prepare the children for new events and special days, as these can be worrying for young children. Through stories and puppets we deal with issues such as toileting, bedtime routines, sharing, turn taking, birth of siblings and other major issues that affect children in their home life.



Communication and Language

Communication and language development are two of our most important aims, and opportunities for children to improve their skills are essential as they are the basis for all learning.

By providing a language rich environment children are encouraged to develop communication and language skills.

In nursery we always have time to talk with the children, and most important of all, to listen to them. Children are encouraged through activities to talk and listen to each other and adults in a variety of situations.



Literacy

Literacy encompasses reading and writing from the earliest stages of development such as looking at books and making marks and patterns in sand.

Books are always available for children to choose and enjoy, and staff are happy to read stories to individuals or groups of children.

Children experience rhyme, rhythm, alliteration and letter sounds as fun activities to help develop their reading skills.

We encourage children to develop writing skills both indoors and outdoors. For example, our indoor role play area presents children with reasons to write eg shopping lists, telephone messages, menu orders etc. The outdoor area allows children to make marks on a large scale using water and paint brushes, chalks and paint etc.



Mathematics

Mathematical understanding takes place in all areas of nursery where children have opportunities to develop numbers, colours, shapes, measurement/size, matching and sorting.

Through activities children often solve mathematical problems, count, use numbers, mathematical vocabulary and do addition and subtraction in a practical way. They identify and use numbers up to 10 and sometimes beyond during their role play and as part of the day to day routine - straws in milk, or fruit on trays at snack time, children in groups etc.

Children also explore mathematical concepts such as capacity, weight, height, balance and estimation eg by filling cups and containers in the sand and water..

We encourage children to recognise numbers and count out loud and do addition and subtraction in a practical way.



Understanding the World

Understanding of the World activities are based on first hand experiences, where children have opportunities to experiment, investigate, find out, ask questions and use their senses.

Children are encouraged to use a variety of technology. We have a wide range of equipment including an interactive white board, computers, story phones, digital cameras, remote control toys and walkie talkies. The equipment is used across all areas of the curriculum where children's skills and knowledge are developed.

Children are encouraged to develop an awareness of being part of a community, for example their nursery, their families, their local community etc.

We celebrate family, traditional and cultural customs such as children's birthdays, Christmas and Chinese New Year. We invite people in the local community to visit nursery for example; community police, health visitors etc.

All children experience cooking activities where they look at how things change (as well as eating the products!).



Expressive Arts and Design

Expressive Arts give children need time to explore and experiment with ideas, materials, activities and feelings. Through this they learn to share, develop imagination, solve problems, extend vocabulary and play co-operatively with each other.

Role play activities change frequently and we aim to reflect "life experiences" where children are given the opportunities to dress up and take on various roles e.g. hairdresser, doctor, builder, vet, cook etc.

Our children are encouraged to enjoy taking part in singing, dancing and playing musical instruments. Through these activities they find new ways of expressing themselves, improve their listening skills, learn to appreciate and enjoy a variety of music and develop an understanding of musical concepts such as loud/soft, fast/slow etc.

Children are encouraged to participate in gluing, painting, printing and modelling. Opportunities like this help children develop their imagination, experiment with materials, plan and solve problems and gain confidence from creating something of their own.

We as adults must value children's work, you can do this by collecting your children's work and acknowledging their efforts.



Physical Development

Our nursery is fortunate to have staff trained as Jabadao practitioners. As adults we are aware how important it is for young children to move. We encourage children to crawl, run, jump, spin and move how their bodies feel they should.

All of this movement has direct impact on their ability to concentrate, be social, develop good fine motor control skills and become comfortable in their own bodies.

We move full bodied and whole hearted!

Young children have lots of energy and we use our garden and climbing apparatus at all times of the year. We work outside everyday of the year in all weather.

Children do need coats in winter and sun hats and sun cream on the warmer sunny days.

Activities are planned to develop children's skills as well as develop their gross motor skills such as climbing, balancing and running.

Finer skills are also developed through construction equipment, jigsaws, threading, scissor work and a range of sensory experiences. These experiences help develop skills to be able to later on use a pencil effectively.



Key Worker Groups

Children start and end their nursery sessions in Key Worker Groups. During these group times the children will work with their key worker building relationships, sharing news, exchanging library books and completing assessments.

It is important children arrive on time at the beginning of nursery so they do not miss out on this valuable learning time.



Records of Development / Learning Journeys

We keep a record of each child's progress in nursery through on going assessments, observations and focussed activities. The information you tell us about your child forms the beginning of your child's record and we add to this. When your child transfers to school, the record will be passed on to his/her new teacher after you have seen it and had the opportunity to make comments about the record.

The record shows what your child can do, and maintaining it helps us to plan our activities to enable your child to progress at

his/her pace. We invite you into school to discuss your child's progress during your child's time with us.

Each child has an individual learning journey file of photographs, notes and detailed observations completed by staff showing progress and achievement. These are available to purchase at the end of the year.

If you do have concern about your child's development and progress, please come in and speak to a member of staff.



Toys and Jewellery

Please do not allow your child to bring toys, jewellery or money to nursery. We are always pleased to see "special" things, but if they are lost or broken, your child will be very upset, so please take them home again immediately. If children do bring items to school staff have been asked to receive them and keep them safe. These will be returned at the end of the session.

If your child has pierced ears, please take the earrings out before coming to school.

We have agreed a "no jewellery" policy with other schools in Seaham to prevent accidents or loss.



Medicines and Illnesses

If your child needs medication on a regular basis for a diagnosed medical condition (e.g. - inhalers for asthma etc), you will need to complete a consent form and leave the medication with us all the time so we can administer the prescribed medication when required.

We can also administer medication for a childhood illness providing it is prescribed by a GP. Again a consent form must be completed so we can administer the medication. If your child requires medication, please see Mrs Scott.

Please let us know on the first day of absence if your child is poorly and will be absent from nursery.

Remember tummy upsets, sickness or diarrhoea, easily spread around nursery. Children must remain away from nursery 24 to 48 hours after the last bout of attack.

If your child becomes ill at nursery, or has an accident, we will contact you as soon as possible, so you can collect your child from nursery. Please let us have **at least two contact names and numbers.**



Accidents

If your child hurts themselves at nursery the accident will be recorded in the accident book, you will be informed of the accident and be asked to sign the accident book at the end of your child's session. Separate notice slips will be issued if your child bumps his/her head.

Attendance

Please make sure that your child attends regularly unless he/she is unwell and too poorly to be at nursery. Children cannot benefit from nursery activities unless attendance is regular. **We do need to know why your child is not at nursery.** Please contact us on the first day of your child's absence. All absences are recorded and are reported termly to the Governing Body.

Parents of children with poor attendance will be contacted and persistent non attendees will be removed from the nursery register.



Child Protection

It is our legal duty to pass on any concerns we may have for a child's welfare to Social Services.

This we are required to do without discussion with the parents or carers concerned. Child Protection procedures and policies will be followed as directed by the Local Education Authority.

Policies and guidelines are available on request.

Safeguarding

Keeping children safe is essential in a school and for this reason we ask parents not to use mobile phones/cameras (whether talking, texting, playing games or taking photographs) whilst on the school premises. If adults are seen using their phones/cameras they will be immediately asked to put the phone/camera away or leave the premises

Discipline and Behaviour

Discipline in school is gentle and fair. We never smack or hit a child. When we say "No" we really mean it and our "No" never changes to "Yes". We always give reasons why certain behaviour

is not acceptable and follow a series of sanctions (such as removal from an activity/time out etc). If your child has been "naughty" then a senior member of staff will approach you at the end of your child's nursery session. We also promote positive behaviour through praise and rewards.

Policies and guidelines are available on request.

School Fund

We ask parents to pay **£2.00 each week on a Monday**, the children are encouraged to give it to their key worker at the beginning of the session. This money is used to provide a range of snacks for the children, cakes and presents at birthday times, special events, resources and any extra treats for the children.

Each year we ask you to help raise funds. Throughout the year we have Coffee Days, Cake Stalls, Sponsored Events and Raffles. Proceeds from these help pay for Christmas, Easter, visits, special activities, treats and buy equipment.



School Photographs

The school photographer will visit school in January to take group photographs and in May, to take individual photographs.

Contacts with the Community

We work closely with the other schools of Seaham to ensure continuity and to make each child's transfer from nursery to school as easy as possible. We also enjoy contacts with various colleges in the area as well as Health Visitors, the library, local businesses, shops, the Police and other emergency services.



Specialist Provision

Seaham Harbour Nursery School welcomes and recognises all children as individuals. Children reach different stages of development at different times in their lives and sometimes they may have some needs identified that are in addition to other children's needs.

No child will be excluded from nursery activities it is our role to support all children in their learning.

We believe it is important all children should have the opportunity to "work and play" together. In this way they can learn more about each other and care for each other.

We work closely with outside agencies such as Educational Psychologists, Speech Therapists and Physiotherapists devising individual programmes of work.

If we have any concerns with your child's development and progress we will discuss this with you before agencies are involved. Likewise if you have any concerns please discuss them with a senior member of staff.

Policies and guidelines are in place and are available on request.



What to wear at nursery

"Joining in" is most important in nursery, so please do not send your child to school in their "best clothes". We do have P.V.C. aprons, but accidents happen, and the paint, which washes off old clothes, will certainly stain new ones! We do have a uniform - white polo shirt and red sweatshirt. The uniform is available from **J D Fashions, Church Street, Seaham**. The uniform is not compulsory but children are encouraged to wear it.

Please do not dress children in jeans, dungarees or trousers with buttons and belts. Elasticated waists/jogging pants are much easier to manage when you are in a hurry for the toilet!!

Short sleeves on tops are better than shirts or blouses with buttons on. We want to encourage the children to be independent and avoid any unnecessary upset when accidents happen.



Encourage your child to put on and take off his/her own coat. It will take a little longer, but will help independence at school.

Please name anything your child may take off, especially shoes, wellies, sweatshirts and coats, it is impossible for us to guess the owner.

We keep spare clothes in nursery in case of accidents, so if you are disposing of clean old clothes, we are always pleased to accept them. We don't have a never-ending supply of spare clothes. Please could you return any school clothes that your child uses as soon as possible.

Coats are needed everyday at nursery.

We work outdoors in all weather, so please make sure your child has a coat (it can always be left on your child's peg if it is not needed). Children can bring their own wellies to nursery and leave them in the porch (with names inside).



Consent Forms

Consent forms must be completed by parents/careers on a child's admission to nursery. Consent forms are required in line with safeguarding and Data Protection procedures for outings, photographs, videos and documentation of learning.

Visits and Outings

We often take children on outings, both locally and further afield. Some of these visits will be impromptu. It is necessary to have your permission to take your child out of school for short visits.

Photographs and Videos

We use a lot of photographs for display purposes, evidence of achievement in learning journals, evidence files and group books. Your permission is needed for this.

Web Page

We have a school web page www.seahamharbour.durham.sch.uk, where information and photographs are displayed. Again your

permission is needed to place your children's photographs on the website.

Additional Opportunities

Staff at our nursery work very hard to develop a wide range of exciting, fun opportunities to support nursery activities. Most of these are opportunities you and your child can share together. We hold many events for parents and families to join in.

Activity Fun Packs

Children can borrow a pack every week. Packs are designed to follow on from nursery activities and include role play, games, art, singing, imaginative and many more.

Library Books

All children are given a folder so they can borrow a library book on a daily basis to share at home with parents.

You Can Help Too !!

To help us to offer a wide range of activities to the children we always need extra adults to help. You are very welcome to stay and help us in nursery whenever you can. If you are able to help please see a member of staff.

Don't Forget!!!

The door is always open. If anything concerns you, no matter how small, do speak to the Head Teacher, or to a member of staff.

We hope that you and your child have a wonderful time at Seaham Harbour Nursery School.

