

Welcome to  
Wyndham Park  
Nursery School



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**EXCITE ENGAGE EDUCATE**

Welcome to Wyndham Park Nursery School. I would like to thank you for choosing us and look forward to working with you during the time your child is with us at Wyndham Park Nursery School.

We are very proud of our school and the standard of care and **education we provide. Our school has been rated as 'Outstanding'** in its last three Ofsted inspections. **We believe children's** individual well-being is paramount and we ensure that children feel safe, secure and happy so that they can reach their full learning potential. We recognise that all children are different and learn in different ways with different interests. From the first day children start with us they can expect an outstanding education and they will thrive in our well planned learning environment.

I hope this booklet answers some questions you may have about your child starting Nursery but as is always the case at Wyndham Park Nursery School, if you are unsure of anything then please do ask, you are welcome to pop in to school, email me ([headteacher@wyndhampark.lincs.sch.uk](mailto:headteacher@wyndhampark.lincs.sch.uk)), call us (01476 563966) or even message us through our Facebook page. We really do want to work with you to make sure your child has the best start and a successful year.

Laura Cook

Laura Cook

Head Teacher



## What is a Nursery School?

Wyndham Park Nursery School is a Local Authority Nursery School. This means we are funded just like primary and secondary schools.

As a school we have to employ qualified teachers and support staff and we have a Head Teacher. We have a board of Governors who manage the strategic direction of the school and we are answerable to the Local Authority.

We are judged as a school and not as a day care setting by Ofsted, meaning it is much more rigorous.

This assures you of the highest quality **start to your child's** education.

## Meet the Staff Team



Laura Cook – Head Teacher

Laura joined WPNS as Head Teacher in September 2014; she has been a teacher in Early Years for 16 years. She thinks she has got the best job in the world and loves chatting to the children about what they have been learning – she especially likes popping into the classroom on days when the children have been baking!

Laura has two children of her own – Charlie who is 10 and Emily who is 7. She often wonders how it can be so much easier to look after over 100 children at school then it is to take care of 2 at home!



Lucy Bradley – Senior Teacher/SCITT Tutor

Lucy has been a teacher in Early Years for 25 years. Prior to joining WPNS in 2006 she was a reception class teacher at a large primary school in Grantham. **Lucy's favourite things to do at nursery include baking and painting.** She gets VERY excited when it starts to snow! She has 2 daughters aged 19 and 21 and a stepson aged 8.



Helen Hargreaves – Teacher and SEN Co

Helen has been a teacher for 13 years, with the last 5 years spent teaching in the early years- her favourite age group! She previously taught in a large primary school in Lincoln before joining Wyndham Park. Helen has her own 4 year old boy who is starting school this year. She enjoys days out with her family and adventures to the seaside.



Rebecca Eames - Teacher

Rebecca trained as an Early Years Specialist and has been helping 3-4 year olds love learning for 15 years. She feels lucky to have a job where she can laugh & play all day. **If your child comes home saying, "We have a problem!" they've probably been involved in solving one with her at Nursery.** Rebecca has two children under 3, and come rain or shine, if she's not outside getting mucky with your children you can bet she has been doing so with her own.



Robyn Wilding - Trainee Teacher (SCITT)

Robyn has just finished her BA honours degree in Education Studies and Early Years and also her Early Years Initial Teacher Training. She really enjoys working in the early years and has gained experience in several early years and primary settings over the past 5 years.



Penny Fox - Senior Teaching Assistant

Penny has worked in early education for 22 years and enjoys the daily challenges and experiences, where no two days are the same! She likes making things and is always willing to lend a hand with sticky tape and glue.



Jules Brazil - Senior Teaching Assistant

Jules started her career at St. Peter's Day Nursery straight from college and has been in early years child care for over 30 years. She has 2 children both grown up now and 2 grandchildren. So far she has enjoyed a lovely 13 years at Wyndham Park with a lot of exciting activities and plenty of glitter! Jules is very much looking forward to meeting you all for another exciting year.



Sarah Footitt - Teaching Assistant (mornings)

Sarah is a morning teaching assistant who works in every class within the nursery. She has worked at WPNS for 10 years. As well as working in our classrooms, she also works with small groups of children to provide extra support. She enjoys all things creative!



Jayne Dring - Teaching Assistant (part-time)

Jayne has worked in early years for 25 years. **She is a farmer's wife** and enjoys swimming and walking.



Jade Coupland - Apprentice Nursery Assistant

Jade likes arts and crafts; she loves horses and goes riding every Sunday. In her spare time she likes to spend time with her friends and family and taking her dog for long walks in the countryside.



Judith Cox – After School Club

Judith's first link with WPNS was when her daughter attended. Then in January 2006, she helped set up Lunch Club. Judith is taking on a new challenge this year and will be running our After School Club instead. **Judith enjoys running children's activity groups** outside nursery and a walk with the dog in between!



Lynne Murray – Classroom and Lunch Assistant

Lynne has worked at Lunch Club since it was first formed 10 years ago. She enjoys meeting the children and helping them to eat their healthy lunches and to socialise with other children in preparation for school.



Alison McCann – School Business Manager

Alison has worked at WPNS for 13 years now, starting the same day as her youngest son. He is now 15 and has just taken his GCSE exams whilst Alison is still at nursery! Alison has worked in a variety of school offices for 20 years and enjoys organising & helping out. Alison has another son who is 22.



Amanda Grimshaw – Administrative Assistant

Amanda has worked at WPNS for 4 years and in admin for 20+ years. Amanda loves the fame that comes with her job (when she is spotted in town by one of the children!!) She has two children of her own - who both attended WPNS - Jake who is 14 and Edie who is 7.



Jim Cook – Caretaker

Jim has been with us since 2012 since retiring as a paramedic. He opens and locks up the nursery school every day, ensuring we are all safe and secure. Jim is always repairing or making items for staff and is amazing at making fairy doors for the fairies who live in our outdoor space. He always dreads looking in his notebook each day to say what new challenge we **have set him.....**



William Wong – Cleaner

William has been at WPNS since 2003 and rushes round every lunch time cleaning the classrooms between the morning and afternoon sessions. He also helps the staff with tidying up when the children have finished eating their lunch. He is very speedy! Like Jim, William used to be a paramedic; however not in Grantham but in Hong Kong!



Val Watmore – Afternoon Cleaner

Val comes in every afternoon and is ably assisted by Jim in making the nursery clean, safe and sparkly. Sparkly mainly because of all the glitter and sequins the children and staff enjoy using in the classrooms! Val has **been with us since 2011 and also works at St Mary's Primary School as a Middy Supervisor.** She currently has one granddaughter attending WPNS.

## What will my child learn at Wyndham Park Nursery School?

We truly believe in our aim to excite, engage and educate our children. As a Nursery School we can offer the children the best possible start through a stimulating, practical and exciting curriculum, rooted in excellent early years practice. We believe that children learn best when they are motivated through a wide range of challenging and enjoyable activities. We carefully build on what they know and can do, then help them to achieve their next steps of learning.

The Early Years Foundation Stage curriculum is delivered through carefully planned activities and play opportunities to help ensure that all children have the opportunity to reach their full potential and experience the best possible start to their education. The EYFS sets out 7 **'Areas of Learning and Development'** and together these make up the skills, knowledge and experiences appropriate for children as they grow, learn and develop.

They are:

### Prime Areas

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

### Specific Areas

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

The prime areas are fundamental, work together and move through to support development in all other areas. The specific areas include essential skills and knowledge for children to participate successfully in society. Together they provide a balanced nursery curriculum.

## Why do the children spend so much time outside?

At Wyndham Park Nursery School we recognise the importance of outdoor play. The outdoors is the very best place for young children to practice and master their emerging physical skills. It is in the outdoors that children can fully develop gross motor skills like running, balancing and jumping. Children can also perform and perfect other manipulative skills such as pushing, pulling, lifting and carrying movable objects.

Each piece of equipment outside has been carefully chosen with a purpose behind it to ensure that outdoor learning at WPNS is challenging and valuable.

The strength for a child to be able to hold a pencil and form letter shapes actually comes from the shoulder and for a child to be able to sit still they need strong core muscles. All of these things are planned for carefully in our outdoor area.

So please make sure that you send children in suitable clothing for the weather each day, whether it is a warm coat and gloves or a sun hat and sun cream!

## The settling in process and start dates

We hope that this booklet and the drop in welcome meeting will **answer any questions the 'grown ups' have.** During the welcome meeting, you will have the chance to sign up to a stay and play session in July. These sessions will be an introduction to nursery for your child with their key worker. It will be an opportunity for you and your child to spend some time in nursery, exploring the

indoor and outdoor areas as well as getting to know the nursery team. When you come for your play and stay session, please come to the main entrance at the office where you will be taken down to the classroom. Should you feel your child would benefit from a home visit by a member of staff before they start nursery then this can be arranged during either the welcome evening or your play and stay session.

The children have different start dates so that we can settle them in to school as quickly as possible. We do try to start with the youngest children first as we feel these children will benefit most from coming in to a smaller group as they will only just have turned 3. We have tried to make the intake period over as few days as possible to help parents but we hope that you understand the need for the dates to be staggered.

## What will the first day be like?

**On your child's first day at Nursery you will** take them through gate 1 (on the far right of the front of Nursery) or gate 2 (on the far left of the nursery). **(Please refer to your child's personalised welcome sheet with all his/her entrance/collection/start information.)** From here the children will come in to Nursery through either the blue or yellow door. In the first few days you are welcome to stay and settle your child, though some children are happy not to give their parents a backward glance!

If your child is finding it tricky to settle then we will work with you on a bespoke plan which could involve you staying for part of the session or a slower intake - so rather than staying for a full session we gradually build the time up. If your child has been upset when you leave them, we will always ring you to let you know how they have settled. Parents are also more than welcome to stay in the community room and have a coffee and a chat on-site in the first few days if they are worried about leaving their child.

## How will I know what is happening at Wyndham Park Nursery School?

We have worked really hard on ways of keeping parents informed about life at Wyndham Park Nursery School. If you have any ideas on how we could be even better at this then please let us know; we are always looking for ways to improve.

Currently we use a system called Scholarpack to send out letters and reminders by email and text. In addition to receiving letters this way, we also put a copy of all of the letters we send out on our website. We also have a Facebook and Twitter account (@WPNursery) where we will post reminders and updates. We have a blog on our website where we will post some of the activities we have been doing at Nursery.

In addition to this general information we also use a system called Tapestry. This is a secure online learning journal for each child. You will receive details of how to access this once your child starts at WPNS. This will be updated with information about **your individual's child's learning and you can add** information to this and respond to posts from staff.

## Snack and Baking

We offer the children a snack every day and throughout the year the children will get more involved in preparing their own snack. We offer them a selection of fresh fruit and vegetables as well as items like toast, cheese and breadsticks. The snack menu will be on the classroom notice board if you want to know what is on offer that week.

We also try and do cooking and baking with the children at least once a week as they can learn so much from this.

We do ask parents to make a voluntary contribution of 40p a day (£2 a week) to help us pay for snack and baking as we do not receive any funding. You can just pop this in the blue birds in the classroom or drop it in to the office. Alternatively you can

make a termly contribution. Cheques should be made payable to Lincolnshire County Council. You can also pay online via Parentmail once you have registered (more information further in this leaflet).

## What is the Voluntary Parental Contribution?

Over the course of the school year, we ask parents to help us cover the costs of **'extra'** activities (we call them enhancements) through voluntary donations. We do appreciate that sometimes it feels as if we are asking you for money far too often! Therefore **this year we would like to give you the opportunity to pay a 'one off' amount of £25.00 to cover all of the 'extra' activities** (such as music and sports sessions, a visit from ZooLab (a live animal handling session) plus a Christmas and summer party. The cost for siblings is £25 for the first one and £20 for any subsequent siblings. This cost is an estimate for the year and any shortfall will be subsidised by the school. If the income received outweighs the costs paid out, we will refund the difference. A letter will be sent to you at the end of September with details of how to pay.

## Wrap Around Childcare

If you need care for your child before or after their nursery session, we have registered child minders who work in partnership with the nursery. For further information, please contact the nursery for details of the vacancy co-ordinator.

## What is Breakfast Club and how do I book it?

We run a Breakfast club which runs between 7.45 am and 8.30 am - £4.00 a day and £3.00 for additional siblings including breakfast and 45 minutes care. You can use breakfast club as often or as sporadically as you like. If you are likely to be using it regularly, please book for a term at a time using the form provided. We do ask that fees are paid upfront and this can either be done online through Parentmail, by using childcare vouchers or by visiting the office. If you are dropping off at breakfast club then you will use the main reception door to enter nursery.

## What is After School Club and how do I book it?

After School Club runs from 2.30 pm to 4.30 pm, unless there are enough parents that would like it to be open later to make it viable for us to run. The cost of this is £8.00 a session or £7.00 for additional siblings and includes a snack and 1½ to 2 hours care. This can be booked and paid for as above at the school office. Please come to the main entrance to collect children from after school club.

## What do I do if I need someone different to collect my child?

We do ask that you list ALL of the people who might be collecting your child on the admission form. This way when someone different comes we can check their identity against the list of people we have been given. We also ask that you set a password up and let the people collecting your children know this as an additional security check. If you forget your password at any time, then just pop to the office to check or re-set it. If it is someone different to usual collecting your child we do ask that you inform a member of staff when you drop your child off so they are aware of this. If you have a sudden last minute issue and need a different person than expected to collect, please ring the office and inform them, whilst also making sure the person that is collecting knows the password. If you do phone us to inform us someone different is collecting then we will phone you back on the number we have on file just to double check it was you! We hope that this reassures you that we take the safety of your child extremely seriously and that you will be patient with us in the first few weeks as we learn which child goes with which adult!

## Does my child have to wear uniform?

Uniform is not compulsory though it is available. We have uniform for several reasons. One of which is that we do lots of messy activities at nursery school so many parents prefer having

the uniform rather than getting other clothes spoilt. We also feel it helps children prepare for their transition to primary school as they already associate having to put a uniform on with going to school. The polo shirts, cardigan, fleeces and sweatshirts are available in grey and purple and any combination of the colours can be worn. It is available to purchase through Tesco Uniform online.

## What if **my child isn't toilet trained?**

**Please don't worry about this.** If you have any concerns about your child and toilet training, please see **your child's key worker** who will have a chat with you and give you some ideas and explain how we will work together with you on this.

## Will my child be safe at Wyndham Park Nursery School?

We take safeguarding very seriously at Wyndham Park Nursery School. All of our staff have an enhanced DBS check. During arrival times a member of staff will be on gate duty. As soon as arrival times are over the gates are locked so that children are secure. People can only enter the nursery through the main entrance after this time and the classrooms have a further keypad lock on the internal doors.

We have very clear procedures about which adults can collect children which ensures we are keeping your children safe. All of our classroom staff have Paediatric First Aid training.

## Why do I need a password?

We ask you to set up a password so that we can double check who is picking up your child. Even if you think it will always be you it is worth setting a password in case of an emergency.

## When can I talk to the classroom staff about how my child is doing?

You are more than welcome to have a brief chat at the start or end of the session with members of staff, but please be aware their priority at this time is the children so you may not have their full attention. You can always ask to make an appointment to speak to them or Laura, the Head teacher, at a mutually convenient time either in person or over the phone. You can also **add information to your child's Tapestry account or email us.**

We will have parent appointments in the first term where you can meet a member of the classroom team to discuss how your child has settled, any concerns you may have and we will share what we feel are their next steps in learning.

We will send home a learning summary in the spring and summer term to give you an idea of what we are working on with your child.

## What is ParentMail?

We use a system called Parentmail for online payments for everyday items like breakfast club, after school club, snack and cookery contributions, school trips and activities. You will receive an email in September asking you to register to use this system. If you have another child at a school which uses Parentmail, you can link the accounts.

## What is Tapestry?

**Tapestry is where we record your child's learning to share with you.** You will receive a secure log on shortly after your child has started. You can add photos and comments so that we can build up a full picture of your child. There will not be a new entry every day on Tapestry; roughly it will be updated once a week – sometimes more and sometimes less!

## Can I use the car park?

You are welcome to use the car park but it does get congested at the beginning and end of the nursery sessions. Please be considerate towards other users of the car park and drive carefully to ensure the safety of all pedestrians. We do ask that you keep the staff spaces free for staff. We do also ask that only people with a valid blue badge park in the disabled bay.

## What do I do if I am worried about my child at Wyndham Park Nursery School?

If you are worried about anything at all then please either speak to a member of the class team or to Laura, the Head teacher. We would really hate to think that any parent was worrying about anything and we would like to try and sort any issues out no matter how small, so that everyone is happy.

## What do I do if my child is poorly?

If your child is too poorly to come to Nursery then please either ring (01476 563966) or email [enquiries@wyndhampark.lincs.sch.uk](mailto:enquiries@wyndhampark.lincs.sch.uk) before the start of your **child's session**. **If your child is absent** and we have not heard from you, we will ring or text you just to check everything is ok.

## What do I need to do if I wish to take my child out of school during term time?

Should you need to take your child out of school (family holiday, days out, school visits etc.), please complete a request for absence form and return to the school office. These are available from the office or from our website.

## Why do I have to complete an Early Years Entitlement funding form?

Lincolnshire County Council issues this form annually and we have to ensure it is completed by parents/carers to confirm their child

is accessing the universal funding (15 hours a week) at Wyndham Park Nursery School and their extended funding if relevant (15 additional hours a week for eligible parents who have applied). Your child will not be funded and will lose their place unless we receive this form before your child starts.

## What is the Early Years Pupil premium?

The Early Years Pupil Premium provides an extra 53p per hour funding to the Nursery for 3 and 4 year old children whose parents are in receipt of certain benefits or who were formally in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to your child. If you think your child may be eligible for Early Years Pupil Premium then please make sure we have your National Insurance number on the EYE form mentioned above so we can check.