



Dear Parents/Carers

Welcome to Garlinge Primary School & Nursery. We are delighted that you have chosen us for this important stage of your child's education.

We look forward to working with you during your child's time with us, and hope that your child will have a happy and successful year. The following notes will give you some ideas of what to expect.

Please feel free to ask if anything puzzles you, and remember that we are always available if you would like to discuss any concerns you may have about your child.

Yours sincerely

Mr Williams

Mr J Williams
Headteacher

Welcome to Garlinge Primary School & Nursery



Garlinge Nursery was opened in the Easter of 2004. The Nursery offers 52 part time places for pre-school children. This is totally integrated into school life and is staffed by a fully qualified teacher and nursery assistants.

We are delighted that you are considering a place in our Nursery. We hope that your child will be very happy with us and that you too will enjoy your association with the Nursery and the School. The Nursery is funded by Kent Local Education Authority (LEA).

The Nursery staff will make every effort to ensure that your child enjoys all the benefits of a well balanced play based curriculum. We work hard to maintain good relationships with our parents.

The following information will give you some idea of how the Nursery is organised.

Nursery Staffing

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|--------------------------|----------------------|
| Headteacher: | Mr James Williams |
| Foundation Stage Leader: | Mrs Anthea McLevy |
| Nursery Teacher: | Miss Laura Kemp |
| Family Liaison Officer: | Mrs Rosemary Holmans |

Session Times

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| Morning Session | 8.45am – 11.45 am |
| Afternoon Session | 12.30pm – 3.30 pm |

Attending Nursery



Now that your son/daughter has been offered a place at Nursery, we ask that you help us and your child with the daily organisation in a number of ways. Hopefully the routine will encourage your child to become independent and settle quickly.

Arrive on time to begin each session at 8.45am or 12.30pm. The Nursery gates will be opened a few minutes before that time.

Ensure that your child attends every session (unless unwell).

Please collect your child promptly at the end of each session as some children can get upset and do not like to be the one left waiting when their friends have gone home. Doors open from 11.30am and 3.15pm allowing time for parents to talk to the Teacher.

1. Let Nursery staff know in advance if someone different will be collecting your child, even if it is the parent of another child.
2. Notify any absences to the school by phone call before 9:30am on the first day of absence.

School number: 01 843 221877

Parental Involvement

At Garlinge Primary we welcome parents to be involved in your child's education whenever possible. Key workers are keen to involve you with assessments and learning about any interests or activities the children are enjoying at home. Please bring in any pictures, photos, writing or anything else that you would like to share with us in their scrapbooks.

Uniform



- Black Jogging Bottoms
- White Polo Shirt
- School Sweatshirt or Cardigan (available from the National School wear Centre)

All children change into plimsolls before entering the nursery. Please provide a pair of Wellington boots for your child to keep in nursery.

Each child must bring a named bag with a change of clothes every day. All clothes must also be named.

THE FOUNDATION STAGE

The Early Years Foundation Stage curriculum applies to children from birth to the end of the Reception Year. The Early Years Foundation Stage curriculum comprises of seven areas.

1. Personal, Social and Emotional development (PESD)

We encourage children to be confident and have an understanding of right and wrong. Together with this we aim to help children develop good relationships, behaviour, self control, self care and a sense of community.

2. Communication and Language

We encourage children to develop their skills in speaking and listening.

3. Physical development (PD)

Children need to know how their bodies work, and how to control them safely and sensibly. Through physical activity, games and movement, they learn to work with others as well as developing a positive attitude to a healthy life.

4. Literacy

We begin to explore the very first steps in writing and developing an appreciation books and reading. Alongside this we begin the letters and phonic sounds.



5. Mathematics

We provide the foundations of mathematical understanding through practical activities and by using language to talk about and explore ideas.

6. Understanding the world

We aim to give children an understanding and respect of their environment and to develop their ability to make decisions and appropriate choices carefully. Children will be encouraged to use construction materials to explore their skills and understanding of how things are made and used.

The nursery has a computer and all children will have experience of using and exploring what it can do.

Children will have the opportunity to explore their surroundings where they live and play, and to gain a wider understanding about the life and work of the people in the school and in the wider community

7. Expressive Arts and Design

Through art we develop a child's imagination and their ability to express their ideas through paint, clay, sand, water etc. The enjoyment of making and taking part in musical activities enables the children to become aware of the world around them.

Key Workers

Your child will have a Key worker who will take responsibility for making sure your child settles quickly into nursery life. They will also be available for meetings to discuss your child's progress regularly.

Assessment

The nursery staff will be assessing your child on a daily basis in a range of activities they choose to undertake in the seven areas of learning. Alongside this will be focused activities through discussion, photographs and observation of your child.

If you have any queries about your child's progress do ask the class teacher. The Foundation Stage Leader and the Headteacher are both available by appointment.

Health & Safety

Jewellery and watches are not to be worn at any time. The Nursery accepts no responsibility for jewellery. Long hair must be tied back.

Smoking is not permitted on School or Nursery premises indoors or out. Please also arrange to leave your dog outside the School and Nursery grounds.

Nursery staff will need to make sure that children have been reunited with the correct adults at the end of the sessions. We can only achieve this if you wait till your child's name is mentioned by a member of staff. Please bear with us and help us by explaining to your child the reason for any delay.

Nursery staff will need to be told beforehand if anyone unknown to us is collecting your child. Please make their identity known to us before they arrive or they know your password.

Children should not at any time be brought or collected by young brothers or sisters; siblings over 18 years old are fine, however your child is our responsibility until he/she is handed over to the adult. Similarly, please ensure that you or a responsible adult ensure your child's safe arrival in class.

