



Chalkwell Hall Infant School

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Chalkwell Hall Infant School – Nursery Policy

Chalkwell Hall Nursery is very much a part of our Infant school, situated in the main school building with direct access to the Early Years Foundation Stage garden. We are open Monday – Friday in term time only offering 26 places in the morning session, from 08.30 – 11.30 and 26 places in the afternoon session, from 12.30 – 3.30. A limited number of children can also attend our Lunch Club, between 11.30 – 12.30. Our Nursery provision is available to children aged 3 and 4 years old based upon our Admission criteria.

Our Vision and Values

Our vision is to be an outstanding school where children are happy and safe, staff are valued, parents are engaged and the community is proud.

Our school values are Respect, Enjoy, Achieve, Care, and Healthy.

Through these values we strive to develop character and inspire everyone to achieve in a happy, fun and safe environment. This journey is summarised in our school motto: Preparing today's learners for tomorrow's world.



Our vision and values are at the core of everything we do. We support, encourage and nurture everyone to aspire to be the best possible versions of themselves so that they realise their full potential; both in their learning and in their relationships.

Our Staff

Our Nursery class is taught by a fully qualified teacher and is supported by additional qualified staff. Our Nursery team, along with our Reception team, is managed by our Early Years Leader. Parents and children will also come into contact with other staff employed by Chalkwell Hall Infant school.

Our Curriculum

Nursery staff deliver a carefully planned curriculum which is based on the seven areas of learning and development:

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

We recognise that all children are unique individuals, therefore, our approach is child centred and supports all children to make progress from their starting points. We aim for children to develop the strong foundations they need to support them in their future learning journey.

Where appropriate our Nursery class will take part in whole school events such as assemblies and special days.

Our Provision

The learning environment is designed to be welcoming and engaging in order to inspire children to access all areas of the curriculum. Children learn through a play based approach, giving them the time and space to interact with open ended, multi-sensory resources. This enables children to develop their creativity and critical thinking skills as well as developing interpersonal skills such as teamwork and cooperation. Staff skillfully interact with children during play based learning to support and extend their knowledge through modelling, questioning and discussion.

Children have the opportunity to play in the classroom as well as outside in the Early Years garden. Outdoor play is not only beneficial for children's physical development but also for their emotional wellbeing.

As well as learning through play, children will take part in a daily circle time activity led by the Nursery teacher. These circle times are carefully planned to develop a range of skills and understanding as well as focusing on communication and language development. Stories, songs and rhymes provide a fantastic opportunity to explore different themes and to learn new vocabulary.

Our Day (including dropping off and collecting)

Nursery children enter the school via Rockleigh gate. The gate is open from 8:30-8:40am for the morning session and 12:30-12:40pm for the afternoon session. Parents can bring the

children into the Early Years garden, staff will be there to welcome them and bring them into the Nursery classroom. If you arrive late and the gate is closed, you will need to bring your child to the Infant School office.

The timetable for the day is as follows:

Morning Session

8:30 am Arrive/ Registration/ Play based learning

9:30 am Outdoor play

10:00 am Circle time/snack

10:30 am Play based learning (free flow inside and out)

11:15 am Stories and songs

11:30 am Home time

Afternoon Session

12:30pm Arrive/ Registration/ Play based learning (free flow inside and out)

1:30pm Outdoor play

2:00pm Circle time/snack

2:30pm Play based learning

3:15pm Stories and songs

3:30pm Home time

At home time, parents wait outside Rockleigh gate. Children are handed over to parents by a member of staff. It is important to inform the class teacher or school office if your child is being collected by a relative or friend.

Our Lunch Club

Up to 12 children per day can attend our Lunch Club, priority will be given to working parents who require a full day's care (8.30 – 3.30). Children must bring a balanced packed lunch which complies with our food policy. Children will eat their lunch together in the Nursery class and then will play outside in their EYFS garden, all under the direct supervision of our qualified staff. This provision is £6.50 per day.

Our Snack Time

Each session, we offer every child a healthy snack. Our menu is purposely designed to encourage children to make healthy choices whilst trying new foods, textures and tastes. Snack is charged at 50p per session.

Uniform

Children are required to wear:

-navy blue jogging bottoms

- light blue polo shirt
- logo sweatshirt or cardigan
- trainers or plimsolls with velcro fastening

Our uniform stockists can be found [here](#)

Safeguarding

Schools and their staff form part of the wider safeguarding system for children. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. We have a child centred approach to safeguarding children and consider at all times what is best in the interests of the child.

We have a whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do and underpins all systems, processes and policies. It is important that our values are understood and shared by all children, staff, parents / carers, governors and the wider school community. Only by working in partnership, can we truly keep children safe.

For more information, please click [here](#)

Fees and Other Charges

Eligible parents can claim up to 30 funded hours per week (link to website). Those not eligible are charged £18.00 per 3 hour session.

Lunch club is £6.50 per session

Snack is 50p per session

These fees can be paid via the school office or through our online payment system PING

Our relationship with Parents (including Tapestry/Facebook/PING)

At Chalkwell Hall Infant School we recognise the vital role parents play in their child's learning and development. Parents know their children best and with this in mind, we endeavour to build strong home-school relationships. We use Tapestry as a way of sharing key learning moments that happen at Nursery and we invite parents to share key moments on Tapestry too.

Updates on learning in Nursery will also be shared weekly on the school facebook page. The facebook page is a closed group and parents will receive more information about how to join this group once children have been enrolled.

Parents will also be asked to sign up to "School Ping" which is an app that allows staff to send messages, letters and videos to parents to keep them well informed.

We have an open door policy and any concerns or questions are welcomed by staff. Each child will be given a communication book which can be used to share information between Nursery and home.

Reporting Absence

It is important that you inform the school if your child is too unwell to attend Nursery. Please report an absence by calling 01702 478533 and leaving a message on the absence line. Alternatively you are welcome to email attendance@chalkwellhallinfants.co.uk.

If your child is absent from Nursery and we haven't heard from you, our attendance officer will call, or send a Ping message to establish the reason for absence.

Unlike school, attendance at Nursery isn't compulsory however we do expect that parents use the sessions they have booked. If attendance drops to below 80% the School reserves the right to remove consistently unused sessions.

Additional Needs

We are ambitious for each and every child whilst recognising that success can look different for each individual. If you have concerns about your child's development, our Special Educational Needs Coordinator (SENCo), Katie Stevens is available to speak to.

Admissions and Transition to school

Enrollment at the Nursery **does not** guarantee children a place in the Reception year group. Reception applications should be made via Southend Council and spaces will be offered in line with the School's admissions policy.