



Learning together, Laughing together, Achieving together

Calcot Schools

Nursery

An OUTSTANDING
nursery where
'children get off to a
flying start.'
(OFSTED 2023)

Welcome to Calcot Schools and Nursery

Dear Parents and Carers,

A very warm welcome to Calcot Schools and Nursery! We are delighted that you and your child are joining our school community, and we look forward to beginning this exciting journey of early learning and discovery together.

At Calcot, we believe that every child deserves the very best start to their education in a safe, nurturing, and stimulating environment. Our dedicated team of staff are passionate about supporting each child's development, encouraging curiosity, creativity, and a love of learning from the very beginning.

We understand that starting nursery is a big milestone – for children and families alike – and we are here to make the transition as smooth and positive as possible. Through strong partnerships with parents and carers, we aim to build confident, happy learners who thrive both socially and academically.

This booklet will provide you with all the key information you need about our nursery – from daily routines and what to bring, to how we communicate and support your child's learning and wellbeing.

We are proud to be part of your child's early years and look forward to getting to know your family.

Warmest regards,

Florence Rostron

(Headteacher)

Meet the Team



Mrs F Rostron
Headteacher



Mrs N Bate
Deputy Head



Mrs C Dent
Assistant Headteacher
Early Years Lead



Mrs L Mitchell
Nursery Teacher



Mrs S Carlisle
Nursery Teacher

Support staff

Mrs K Finch
Mrs L Bennett
Miss A Griffin
Mrs S Warner
Mrs K Smith
Mrs L Carter
Mrs N Zakaria
Mrs F Turner
Miss V Gilbert

Other important staff to know:

Miss E Kirkby – Inclusion Manager

Ms A Pilkington – Safeguarding & Attendance Lead

Mrs M Chester – Family Support Worker

Mrs K Turnbull – Office Administrator

Mrs E Raymond – Office Administrator

General Information

We are a 60-place nursery providing high-quality early years education for both 2-year-olds and 3-year-olds.

We understand that flexibility is important for families, so we offer a range of session times to suit different needs. Our current session options are:

- **Core hours: 9.00am – 3.00pm**
- **Extended day: 8.30am – 4.00pm**
- **Wraparound: 7.30am – 5.30pm**

All sessions run Monday to Friday, during term time only. Please see additional information in this pack with the term dates for the next academic year.

Children can join our nursery at three key points throughout the academic year:

- September
- After Christmas (January start)
- After Easter (April start)

We offer funded nursery places for eligible families. To access these, you will need to provide us with your valid childcare code by completing the declaration form in your pack. In addition to funded hours, we also offer the option for parents to pay for additional childcare hours, subject to availability. To check your eligibility for funded childcare, please visit [childcarechoices.gov.uk](https://www.childcarechoices.gov.uk). If you are using a childcare code, please remember to reconfirm your details every 3 months via the [gov.uk](https://www.gov.uk) website to keep your funding valid. Please refer to our Charging and Remissions policy, available on the school website, for more information about paying for your child's nursery care.

What Will My Child Need?

To help your child feel comfortable and ready for their day at nursery, please ensure they come with the following items in their nursery bag, clearly named:

- **Nappies, wipes, nappy sacks**, and any creams (if required)
- **Two full sets of spare clothes** (including socks and underwear)
- An **all-in-one puddle suit** for outdoor play in all weather
- A pair of **wellies**
- **Hat, scarf, and gloves** during cold weather
- A **sun hat** and **sun cream** in warmer months
- A **named water bottle**
- A **lunch box** if your child is not having a hot lunch at nursery
- A **comforter or teddy**, if needed for nap times

Please check your child's bag regularly and replenish any used or outgrown items. Having the right clothing and supplies helps your child take part in all the fun, messy, and active learning experiences nursery has to offer.

Learning Through Play – The EYFS Curriculum

At Calcot Nursery, we follow the Early Years Foundation Stage (EYFS) curriculum, which supports children's development through seven key areas of learning:

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

Young children learn best through play. Our curriculum is play-based, meaning children explore, experiment, and discover through activities that are meaningful and enjoyable. Play helps build confidence, develop social and communication skills, and supports problem-solving and creativity. Our skilled staff carefully plan and guide play experiences to ensure each child makes progress in all areas of learning.

Our Nursery Routine

Routines play an important role in helping young children feel safe, confident, and secure. Becoming familiar with daily patterns supports their emotional development and helps them understand what to expect throughout the day.

At Calcot Nursery, we follow a consistent daily routine that includes key moments such as greetings, playtime, tidy-up time, group sessions, lunchtime, and home time. These familiar touchpoints give structure to the day and help children develop independence and confidence as they begin to anticipate what comes next.

While our routine provides consistency, we also value flexibility. Our staff respond sensitively to the needs and interests of the children—allowing more time for activities when children are deeply engaged, and extending learning experiences across several days or even weeks when appropriate.

Below is an example of our daily routine. It is designed to be adaptable, ensuring that all children feel included and supported throughout their time with us.

- Breakfast until 8.30am (for those children attending wraparound hours)
- Group time
- 'Play to learn' (inside and outside play)
- Mid-morning snack
- Story and singing
- Lunch time
- Nap time (for 2-year olds who require a midday sleep)
- Group time
- 'Play to learn' (inside and outside play)
- Mid-afternoon snack
- Story and singing
- Tea from 4.30pm (for those children attending wraparound hours)

Starting Nursery – Our Transition Process

We understand that starting nursery is a big step for both children and parents. At Calcot Nursery, we believe that a smooth and supportive transition is key to helping your child feel safe, happy, and confident in their new environment.

Every child is unique, and we recognise that settling in looks different for everyone. Some children feel comfortable very quickly, while others may need more time to adjust. We are here to support each child—and their family—through this important stage. To help your child make a positive start, we have a carefully planned transition process which includes:

- **Stay and Play Session**

You and your child are invited to explore the nursery together, meet the staff, and begin to build familiarity with the environment.

- **Home Visit**

Before your child's first independent session, two members of our nursery team will visit you at home. This helps your child meet us in a familiar and comfortable environment and gives you a chance to share useful information about your child's interests, routines, and needs.

- **Two Short Visits (Without Parents)**

Your child will be invited to attend two 1-hour sessions independently. These visits help them gradually build confidence and get used to the daily routine in a gentle, supportive way.

Throughout the transition period, we work closely with you to understand your child's individual needs and tailor our approach accordingly. While most children settle in well through our transition steps, we recognise that some may need a little more time. If your child requires additional support, we are happy to adapt the process to ensure they feel safe, secure, and confident. Our aim is to make every child and family feel welcome, supported, and excited about starting this new chapter.

Parents as Partners

At Calcot Nursery, we recognise that parents and carers are their child's first and most enduring educators. When home and nursery work together, it creates a powerful partnership that has a positive and lasting impact on a child's development and learning. We believe that a successful partnership is built on mutual trust, open communication, and shared expertise. We aim to foster a strong, two-way relationship with families by:

- **Sharing our curriculum and learning goals on a termly basis**, helping parents understand how they can support their child's learning and development at home.
- **Encouraging contributions to each child's Learning Journey** through Tapestry (our online platform), celebrating learning and achievements both at home and in nursery.
- **Holding termly parent/carer meetings** to discuss each child's progress, strengths, and next steps.
- **Maintaining an open-door policy**, welcoming informal conversations with parents and carers to share concerns, questions or celebrations.
- **Inviting parents and carers into school**, whether to volunteer, share a skill, or take part in special events and activities.
- **Issuing an annual written report**, which summarises each child's progress and achievements in relation to the EYFS curriculum and profile.

As a school we use an online communication system called 'My Child At School' (MCAS). Through this system, we send letters regarding clubs, lunch and any other useful information for families. Here we will ask you to book your child's meals and record any absences. Once your admissions pack has been returned and the communication page has been completed, we will add you to our system. Following this, you will receive an enrolment email (to the account that you have provided

us with on the admission form) from MCAS asking you to reset your password. Please follow these instructions to create your account. Should you require any assistance with this, please speak to a member of our office team.

Bringing and Collecting Your Child

To help with a calm and smooth start to the day, we ask that children are dropped off at the door where a member of our team will be ready to greet them. Staff will support your child in finding their peg and hanging up their belongings. This system helps to avoid overcrowding and keeps the transition into nursery calm. Children quickly become familiar with this routine and gain confidence in their independence.

Each morning, a nursery member of staff will be at the door to welcome you and your child. If you have any important messages or need to share information, please speak to them at this time.

Our 2-year-old children will enter nursery through the first red door after the green, electronic gate. This is also where you can collect them from.

Our 3 and 4-year-old children will come in through the green gate to their outside area, located by the infant hall and to the left of the office. They can be collected from the same place.

Children will be dismissed one at a time, and you will be invited up to the door when it is your turn. Please be patient with us in the early weeks as we get to know faces and families—we always want to ensure children are handed over safely.

If someone different will be collecting your child, you must inform us in advance. We will not release a child to anyone other than the usual adult unless we have received your permission. There is a form you can collect from our infant office if you wish to give permission to an additional adult who will be picking your child up on a regular basis.

If you are running late for drop-off or collection, we appreciate a quick phone call to let us know.

If your child is unwell and unable to attend nursery, we kindly ask that you report their absence as soon as possible. This can be done by contacting the Infant School office directly, by logging the absence on MCAS (My Child at School) or by completing the sickness absence form on our school website. Please refer to the Public Health Agency's guidance on infection control in schools and other childcare settings. This resource provides clear information on when children should stay at home to help prevent the spread of infections. You can view the guidance here: https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

If your child will be absent for any other reason, we politely request that you inform us in advance whenever possible. To do this, please collect and complete a 'Request for Absence' form, available from the Infant School office.

Accidents and First Aid

At Calcot Nursery, safeguarding your child's wellbeing is our highest priority and a shared responsibility. All our nursery staff are paediatric first aid trained and experienced in providing first aid care, ensuring that any accidents are managed promptly and appropriately.

As young children develop their physical skills and explore their environment, minor bumps, cuts, and bruises are a natural part of learning. If your child experiences an accident resulting in an injury to the head or face, we will complete a pink accident form and contact you to inform you. For all other injuries, a white accident form will be completed and shared with you at the end of the nursery day, unless we feel the accident requires you to be contacted earlier.

If a child becomes unwell during the nursery day, we will contact parents promptly to arrange for them to come and collect their child. This ensures the child can rest and recover comfortably at home while minimising the risk of spreading illness to others.

Medication

At our nursery, we are dedicated to supporting the health and wellbeing of every child. If your child requires medication during the day, we ask that you complete a medical form—available from the school office or downloadable from our website. Please bring the completed form and your child's medication to the nursery via the school office. Prescribed medication will be given in line with the instructions you provide.

We understand that young children may occasionally have minor illnesses such as coughs or colds. As long as your child is well enough to attend, we are happy to administer Calpol or other non-prescribed medication, but a completed medical form is still required. Your child's safety and comfort are our priority, and we appreciate your support in helping us care for them.

Meals and Snacks

We offer a range of meal options for children in our nursery:

- Breakfast is served between 7.30am and 8.30am for children attending early sessions. This is optional and costs £1 per day.
- At lunchtime, children can enjoy a hot meal for £2.75, or you are welcome to send your child with a packed lunch from home.
- For children staying beyond 4.30pm, we provide tea at a cost of £1.50. Alternatively, parents may provide a packed tea.

Meals can be booked and paid for in advance via MCAS (My Child at School). An example menu is included in your information pack.

Please see our food policy on the school website for more information about packed lunches and there is a helpful sheet in your pack about selecting and preparing food safely for young children. Please note we are strictly a nut free environment.

Milk is provided free of charge for all children until their fifth birthday, as part of the government's milk scheme. To receive this, please complete the Cool Milk registration form included in your welcome pack and return it to the Infant School office.

If your child prefers not to drink milk, fresh water is always available throughout the day to keep them hydrated.

We promote healthy eating habits at nursery and provide snack twice a day—mid-morning and mid-afternoon. During these times, children are offered a selection of fresh fruit. We encourage children to try a variety of fruits and use snack time as an opportunity to develop independence, social skills, and positive attitudes toward healthy eating.

Toileting and Nappy Changing

For our younger children, nappies are changed regularly throughout the day, and each change is logged on Tapestry for your reference. We kindly ask parents to provide all necessary items in their child's nursery bag including: nappies or pull-ups, wipes, nappy sacks, and any creams you would like us to use. Please ensure that these are replenished on a weekly basis to enable your child to have what they need, and to avoid us having to contact you during the nursery day. We will store your child's nappy items within our changing facilities for ease of access. If supplies are running low before the end of the week, we will notify you.

Most children begin toilet training between the ages of 2 and 3, and we are here to support you and your child through this important stage. Our team will work closely with you to offer advice and ensure a consistent approach between home and nursery.

It's completely normal for young children to have the occasional toileting accident or need a change of clothes due to nappy leakages or messy play. Please don't worry—this is all part of

growing up and learning new routines. We kindly ask parents to provide at least two full sets of spare clothes in your child's nursery bag each day and to check and replenish them regularly.

Any soiled or wet clothing will be placed in a nappy sack and sent home for washing. Our staff are experienced and caring, and we always handle accidents sensitively to ensure your child feels comfortable and supported.

Clothing for Nursery

At Calcot Nursery, children are busy exploring, playing, and learning through hands-on activities every day—so it's important that they wear comfortable, practical clothing.

For our 2-year-olds, we recommend clothing such as leggings, joggers, or tracksuit bottoms that allow for easy movement and independence, especially during toileting. Please dress your child in clothes that you don't mind getting a little messy, as messy play is part of daily life at nursery.

Children do not need to wear school uniform at this stage. However, as children turn 3, we kindly ask that they begin to wear a red school jumper or cardigan, with or without the school logo, alongside their comfortable play clothes. This helps them begin to feel part of the wider school community as we begin to consider their transition into reception, while still allowing freedom of movement for active play.

As mentioned above, we ask that parents provide two full sets of spare clothes (including socks) in your child's nursery bag each day. As part of our commitment to outdoor learning, we go outside in all weathers, and children may occasionally get wet or messy during activities and need to change. Please ensure that all items of clothing are clearly named, so that any misplaced items can be easily identified and returned.

Sleeping and Naps

For children in our 2-year-old group, who still need to nap during the day, we provide a calm and comfortable space for rest after lunch, with nap times lasting up to one hour. A sleep room will be set up with individual floor beds, each with its own bedding specific to the child, that is washed weekly to ensure cleanliness and hygiene.

Children are regularly checked throughout their nap to ensure they are safe and comfortable. Sleep times are recorded on the Tapestry app, allowing parents to stay informed about their child's rest during the nursery day.

To support each child's individual needs, we work closely with parents and carers to understand the best ways to help their child sleep, such as using white noise or comforters.

Policies

All of our key policies are available to view on the school and nursery website. Parents may find the following policies especially useful: **Safeguarding, Charging and Remissions, Food, and Intimate Care.**