



EYFS  
HANDBOOK  
2017-2018

Welcome to Nursery  
Early Years Foundation  
Stage

# THE NURSERY TEAM

Class Teacher	Katerina Zacharidi
Nursery Nurse	Sherese Manning

## PART TIME CHILDREN

### Morning session

08:45 - 11:45 (Doors open at 11:30 to allow a 15-minute flexible pick up time)

or

### Afternoon session

12:30 - 15:30 (Doors open at 15:15 to allow a 15-minute flexible pick up time)

The gate is open to allow a 15-minute flexible pick up and drop off. The gates must be closed at 9am after drop off and 11.45am after pick up in the morning and 12.45 pm for afternoon drop off and 3.30pm for collection. Please be prompt and keep to these timings, it is imperative that the school is safe and secure. This will also help the sessions run smoothly. Any child that is not picked up on time will be taken to the office. Parents and carers will need to collect their child from the reception outside of the office via the main entrance on Amyruth Road.

## SETTLING IN

It is our priority to ensure that your child is happy and settled in Nursery. In their first few days, it helps if parents can be flexible and take guidance from the Nursery staff as to the best way to settle your child. After the first few weeks, your child will be assigned a keyworker who will be either the class teacher or the nursery nurse.

# **FULL TIME CHILDREN**

## **SESSION TIME**

08:45 - 15:30

Children stay for lunch. This is either a school cooked meal, school packed lunch or a packed lunch from home. Please ask the office for school meal prices.

Before lunch, the full time children will have Quiet Time. This is an opportunity for the children to listen to stories and look at books in the book area.

The full time children will have designated lunch time supervisors to support them during quiet time and lunch in the small hall.

## **SETTLING IN**

It is our priority to ensure that your child is happy and settled in Nursery. In their first few days, it helps if parents can be flexible and take guidance from the Nursery staff as to the best way to settle your child.

For the first two days, the full time children stay for the morning session and lunch, and go home at 12:30pm. On their third day, they stay all day.

After the first few weeks, your children will be assigned a keyworker who will be either the class teacher or the nursery nurse.

# CURRICULUM

The Nursery environment is set up with exciting and stimulating activities that cover all seven areas of learning from the EYFS curriculum. There is a balance of adult led focused activities and child initiated activities. The children are encouraged to learn through playing and exploring. The seven areas are:

Personal, social and emotional development (PSED)	Prime Areas
Communication and language (CL)	
Physical development (PD)	
Literacy (L)	Specific Areas
Mathematics (M)	
Understanding the world (UW)	
Expressive arts and design (EAD)	

We also plan for the ways in which children engage with other people and their environment, and how they learn. These are known as the Characteristics of Effective Learning. They are:

- Playing and exploring
- Active learning
- Creating and thinking critically

These underpin all the learning and development across all the areas and support the children to become motivated and effective learners.

# TOPICS AND THEMES

Autumn 1	Ourselves
Autumn 2	Celebrations
Spring 1	People Who Help Us
Spring 2	In the garden
Summer 1	The Farm
Summer 2	The Seaside

We also plan for the children's interests and will explore themes and topics linked to these throughout the year.

We have 'Show and Tell' where children get the chance to talk about and answer questions on a chosen object.

At the beginning of the year, the activities are set up linked to the children's interests and the focus is on settling every child into the environment. As the year progresses, the timetable will change to include a balance between child-led and adult-led learning as well as reading, phonics and a weekly music session with a specialist teacher.

## GENERAL REMINDERS

### COLLECTING CHILDREN

Please let the Nursery team and the office know if someone different is collecting your child. You should also tell the adults in Nursery and the office if there is someone who should not pick your child up.

## **ABSENCE**

Regular attendance at school is vital if your child is to make good progress. If your child is absent for any reason you must contact the school office to give a reason for the absence. Medical appointments should be taken outside of school hours wherever possible.

## **JEWELLERY**

Children should not wear hoop or 'dangly' earrings, necklaces, rings, bracelets or watches. For health and safety reasons, children should only wear small stud earrings.

## **PARENTS & CARERS HELPING IN SCHOOL**

We welcome parents and carers into school on many occasions throughout the year. This may be for a specific occasion or event, or for our reading mornings, for example. We will also welcome your help with trips later in the school year.

## **UNIFORM**

Children are expected to wear school uniform every day. Please see the school website for full details.

Please ensure that all items brought into school are labelled so that we are able to return them to the right person.

## **SAFEGUARDING**

Your child's safety is at the centre of everything that we do. We have strong links with other agencies, including Children's Social Care.

The Nursery gate will only be open at the above times for security reasons. If you need to drop off or collect your child at any other time, this must be done via the main school entrance in Amyruth Road.

# COMMUNICATION WITH SCHOOL

If you have any queries, questions or comments, the Nursery team should be the first people that you contact.

## CONTACT DETAILS

Gordonbrock Primary School  
Amyruth Road  
Brockley  
London  
SE4 1HQ

Tel: 020 8690 0704

Fax: 020 86907201

Email: [admin@gordonbrock.lewisham.sch.uk](mailto:admin@gordonbrock.lewisham.sch.uk)

We hope that you have a lovely summer, and look forward to seeing you in September.

The Nursery Team