

# **North Islington Nursery School & Children's Centre**



**A guide for parents/carers  
2022-23**

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**Headteacher: Sally Franklin**

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## **What can we offer you?**

As an Islington Council maintained nursery school and Children's Centre we offer childcare places for children aged 0-5 years as well as extended services via our Outreach team.

### **Ocean Room (3-5 years)**

Our nursery class is led by a qualified teacher and supported by a Lead Practitioner and a team of experienced nursery nurses. We offer the following places:

- 15 hours per week free childcare for 3 & 4 year olds
- 30 hours per week free childcare for eligible 3 & 4 year olds
- 15 hours per week free childcare for eligible 2 year olds
- Morning sessions 9.15-12.15
- 2.5 day places (15hrs)
- Extended hours between 8am and 6pm
- All year round provision (49 weeks)
- Term time only contracts (39 weeks)

### **Sunshine Babies (0-2 years) & Sunshine Toddlers (2-3 years)**

Our baby and toddler rooms are managed by a Lead Practitioner in each (Level 3 qualified) and supported by a team of nursery nurses.

In Sunshine we offer the following places:

- Extended hours between 8am and 6pm
- Part time places – 2 or 3 consecutive days
- Full time places, Monday-Friday
- 15 hours per week free childcare for eligible 2 year olds, Monday-Friday, 9.15am-12.15pm
- All year round provision (49 weeks)
- Term time only contracts (39 weeks)

Our Deputy Head oversees the teaching and learning in both babies and toddler rooms.

Closures – We close for 1 week over Christmas, the last 2 weeks in August, all bank holidays, 5 INSET days and 3 development days (fees reimbursed for these 3 days).

## **Mission statement:**

**Happy to be here** – A place where everyone feels valued, included and is listened to. A place where we play, develop a love for learning and have fun!



## **Vision:**

**North Islington is a school where....**

- Children feel happy, safe and secure
  - Everyone feels valued, listened to and important as an individual
  - Diversity is celebrated and used as a way of finding out more about the world around us
  - The teaching and learning is child centred, built upon what children already know, is stimulating, exciting and challenging and enables every child to achieve their best.
  - Children develop their lively enquiring minds, with supportive adults who provide opportunities to develop questioning skills and enable active, confident learners
  - Families are welcomed, supported and encouraged to work with the school to achieve the best for their child
- A healthy lifestyle is promoted and shared in an age/stage appropriate way
  - We celebrate success and support children in discovering their individual strengths
  - Children develop self-esteem, respect for each other, confidence, resilience and self-worth



## Aims:

**We work to achieve and maintain our vision by...**

- Planning in the moment – allowing children to lead their own play alongside responsive adults, ready to build on what children already know
- Celebrating and valuing success by displaying children's individual work, making books, displaying photos, creating learning journals and sharing with parents/carers
- In partnership with parents we effectively identify the needs of individuals
- Providing an environment where children are free to select their own resources, direct their own play, face challenges and refine and evaluate their own work
- Fostering an ethos of respect, kindness and encouragement
- Using the characteristics of effective learning to tune into what children are doing and how best they can be supported and challenged
- Sharing agreed guidelines and policies with all who use the school
- Evaluating all we do to continue to improve practice and outcomes for all children.



## Who are we?

### **Management Team**

Head Teacher – Sally Franklin

Deputy Head – Becky

School Business Manager (SBM) – Laura

Early Years Lead Teacher – Kirsten

### **Ocean Room**

Early Years Lead Teacher – Kirsten

Key Person – Carol

Key Person – Jacqueline

Key Person – Merita

Key Person – Carly

SEND Support Worker – Joni

### **Sunshine Babies**

Lead Practitioner – Yvonne

Key Person – Bektemir

Key Person – Monika

Key Person (Job share) – Tara/Ubah

Support Worker – Paige

Support Worker – Olga

Support Worker – Sharon

### **Sunshine Toddlers**

Lead Practitioner – Shelley

Key Person – Noorheza

Key Person – Kara

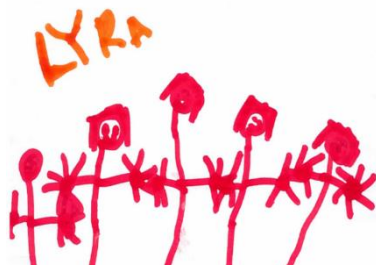
Key Person – Ruzi

Key Person – Veverley

Support Worker – Yasmin

Support Worker – Michelle

SEND Support Worker – Khadijah



*"They are all my favourite persons at nursery"*

### **Admin Team**

School Business Manager – Laura

Senior Admin Officer – Louise

Receptionist – Noreen

### **Kitchen**

Cook – Francoise

Assistant cook – Isata



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*"*

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## **Admissions**

We offer day care provision for **95 FTE** children across the school. This is broken down in to the following age groups:

### **Sunshine Babies 0-2 years:**

- 15 FTE (range between 2,3 or 5 day places)

### **Sunshine Toddlers 2-3 years:**

- 17 FTE (range between 2,3 or 5 day places)
- 14 part-time places – 9.15am-12.15pm, 2.5 days for eligible 2 year olds

### **Ocean Room 3-5 years:**

- 40 FTE (range between 2, 2.5, 3 or 5 day places)
- 16 part-time places – 9.15-12.15

Charges are set by the Local Authority and are based on household income. Charging sheets can be obtained from the school office.

Part time places need to be consecutive days i.e. Mon-Tue or Thur-Fri. We do offer a range of different start and finish times subject to availability but your child will need to have the same start/finish time each day they attend (excluding the 2.5 day places).

Fees are paid a week in advance to ensure your account does not go in arrears. The Local Authority maintain a no arrears policy. Should a parent/carer find themselves in financial difficulty then we ask that they come to speak to the School Business Manager or Headteacher as soon as possible.

We accept all Childcare Vouchers which parents/carers can claim through their employer which enables you to save, on average £1,000 per year through Tax/NI.

### **Book Bags & School Bags**

You can purchase the school boog bag and school bag from the office. They cost £3 each.

## Free Childcare

### 3-4 Year-Olds

All 3 and 4 year olds can get free early education or childcare, usually 15 hours a week for 38 weeks of the year. Some working parents will be eligible for an additional 15 hours of free childcare for their 3 and 4 year olds. These families will be able to access up to 30 hours of free childcare a week. To check if you are eligible please go to the link below:

<https://childcare-support.tax.service.gov.uk/par/app/extendedentitlement>

### Who is eligible?

You may be eligible for 30 hours of free childcare if your circumstances are as follows:

- Both parents are earning or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

### Who will not qualify?

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)
- One parent is non-working

You can start claiming the free child care the **term after** your child turns 3. The date you can claim will depend on when their birthday is.



## 2 Year-Olds

Some 2 year-olds in England can also get free early education and childcare. You must be in receipt one of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- The guaranteed element of State Pension Credit
- Child Tax Credit (but not Working Tax Credit) and have an annual income not over £16,190
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Working Tax Credits and earn £16,190 a year or less

If you meet the above criteria then you will need to complete a separate form, by following the link below:

[Free early learning for 2 year olds | Islington Council](#)

Once you receive confirmation back from Islington Council stating your eligibility status then please bring this letter in to us where we will make a copy of it and can then consider your child for a free place at North Islington.

You can start claiming the free child care the **term after** your child turns 2.



## Preparing for Nursery/Settling In

### Home Visits

Staff will arrange to visit you and your child at home before they start nursery. This generally takes place at the start of the term in which your child joins us. This is an opportunity for nursery staff to meet you and your child in a relaxed and familiar environment. During the home visit you will be able to talk to staff about your child, including their previous childcare experiences, their general development, their interests and share other relevant information or concerns you have about them starting nursery.

### Helping your child settle into nursery

The nursery environment is a new experience for your child, who will need to adjust to new people, experiences and a change in routine. It may also be a first separation for you and your child.

All children have a settling in induction to nursery. We ask that you or someone close to the child be available for the first **2 weeks**.



### Why do you have to settle in your child?

- Some children quickly feel comfortable, whilst others take longer to get used to their new environment
- We want your child to feel safe and happy in your absence as children cannot play and learn successfully if they are anxious and unhappy
- Research has shown that positive experiences of separating when young will help your child deal with new experiences later in life
- It is important for your child to develop a positive relationship with his/her key person so that your child feels secure when you leave

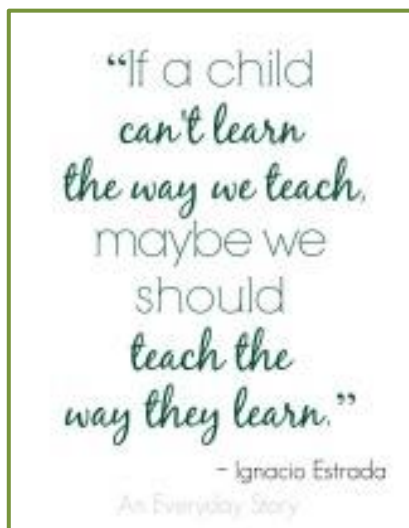
### How long does settling take?

- Every child is different and so the settling in period can vary. Children need time to settle even if they have had previous experiences of separation from a familiar person. Please be patient, the settling in process can take time and commitment.
- Your key person will discuss a settling in programme with you.
- Young children may take 2 or more weeks to settle so please ensure you have arrangements in place for yourself or a familiar adult to stay with your child if this situation arises.

- Children settle in to nursery in lots of different ways. Please be reassured and try not to worry if your child experiences difficulties – it is a very normal part of a child’s development to be anxious, nervous or angry about starting nursery. We hope that we can use our experience to support you and your child in whatever way suits you.

### How do we help your child to settle?

- We will offer you a home visit so that you and your child can become familiar and relaxed with nursery staff before your child starts. This is a fantastic opportunity to share information with your child’s key person and ask any questions.
- You will be welcome and supported at nursery for as long as it takes to settle your child.
- Children can be helped to settle in by their parents and other important people who they know well and can be comforted by.
- Establishing daily routines in the nursery will help your child to settle.
- Saying goodbye is important, even if it initially causes your child more distress. Please do not ‘sneak out’. Please let your key person know you are going so your child is supported when you say goodbye. Please always return at the agreed time. This will help your child to build trust with you and make future goodbyes easier.
- You are welcome to phone us to check on your child at any time. Once your child has settled please remember we have an open door policy and we hope you will share any good news or worries with your child’s key person.



### How can you help your child to settle?

- There are lots of things to discover, please explore with your child.
- Please show your child how to use the equipment.
- Please show your child how to tidy up when they have finished.
- Please show your child how to use the toilet and wash their hands.
- Please show your child how to use a coat peg to hang up a coat and bag.
- Please play with your child – your child will be relaxed and have fun if you are relaxed and have fun too!

## Safeguarding

We are committed to ensuring the safety and welfare of our children. Our policy and procedures have been devised based on the DfE statutory guidance 'Keeping children safe in education- September 2016 and 'Working together to safeguard children-March 2015'. It also is in accordance with the London Child Protection Procedures 2015, Section 11 of the 2004 Children Act which places a duty upon all those who work within an early years setting, to safeguard and promote the welfare of children, The Statutory Framework for EYFS 2014 and the Common Inspection Framework August 2015. A copy of our policy is in the information folder at Reception.



### **What is Child Protection?**

**Child protection** is the process of protecting children and young people who have been identified as suffering, or likely to suffer harm as a result of abuse.

There are four types of abuse:

Physical  
Sexual  
Emotional  
Neglect

**Safeguarding** is the action that people take to keep all children safe, for example:

- Protect children from harm
- Ensure that they are safe and well looked after
- Take action so that all children are able to grow up in a safe environment.

### **What do we have to do?**

We must have a senior member of staff who is responsible for child protection. This person is appointed as **Designated Safeguarding Lead**. We also appoint a Deputy, details of these posts can be found below.

We have a Child Protection and Safeguarding Policy. This document sets out the process for dealing with any child protection concerns. A copy of this is given to all new parents when their child starts at the nursery. Updated copies can be found in the reception area or by speaking to a member of staff who will provide you with a copy.

We have a process in place for reporting allegations about members of staff, including volunteers.

All adults in the setting, including volunteers, must have regular training to

ensure that they are aware of the signs of abuse and know what to do about their concerns. They have a duty to report these to the Designated Safeguarding Lead.

**We have a legal duty to talk to other agencies such as Children’s Social Care and the Police if we think a child may be at risk of harm.**

**What do you need to know?**

If anyone in the nursery is worried about the welfare of your child this will be discussed with you unless we think that this conversation could put your child at a greater risk of harm.

We must also share all relevant information with Children’s Social Care if we are concerned about your child.

The social worker may consult with other agencies before deciding what should happen next. They will also speak to you about the concern and keep you informed about what is happening.

If there is an allegation about an adult who works at the nursery, the Headteacher and Designated Safeguarding Lead will hold discussions with the Local Authority Designated Officer (LADO) and the Police where necessary. If the allegation is against the Headteacher, the Chair of Governors would take his/her place alongside the LADO. If your child is involved, you will be kept informed of any discussions and the outcome of the investigation as appropriate.

**ALL CHILDREN HAVE THE RIGHT TO BE PROTECTED FROM HARM**

|                                      |  |
|--------------------------------------|--|
| Designated Safeguarding Lead:        | Sally Franklin                                 |
| Deputy Designated Safeguarding Lead: | Becky, Laura, Shelley, Kirsten, Yvonne & Laura |



Sally                  Becky                  Laura                  Shelley                  Kirsten                  Yvonne



## A day at North Islington Nursery School

### 8.00- 8.30 am

Extended provision for breakfast.

Children arrive and go to Ocean or Sunshine room where they take part in self-registration with the support of their parent/carer.

They are greeted by staff and breakfast time is held within a small group situation.

Children are encouraged serve themselves and support is given to spread butter and jam on toast, to pour cereal and milk and to clear away bowls and spoons after.

Opportunities for small group play within the wider classroom before core day children arrive.

### 9.15am

Core day children arrive and go to Ocean or Sunshine room where they take part in self-registration with the support of their parent/carer.

Children are able to immediately choose which spaces they wish to play in, including outside. The doors to the garden areas are open throughout the morning sessions with the exception of baby room if it is deemed too cold/wet. Children will then be clothed appropriately before they go outside.

Children are greeted by staff and support given where necessary to separate from their parent/carer confidently. Children are then encouraged to join in a wide variety of learning opportunities where staff will work alongside them. Learning areas include:

- Sand and water inside and out
- Messy play such as cornflour/gloop
- Making playdough
- Home corner
- Art area and woodwork (ocean room)
- Small world play
- Maths areas/resources
- Literacy area (ocean room) Mark making space in sunshine garden
- Investigation areas inside and out



- Planting and digging areas
- Mud kitchen
- Book corners and puppets
- Block play areas and loose parts
- Bikes and wheeled toys
- Interactive whiteboard and computer (ocean room)
- Music area (ocean room)
- Opportunities for cooking/food preparation at least 2 x week

### 10.30am

Snacks are provided in all rooms. Babies gather together for rhyme time and snack – toddlers and ocean room children are encouraged to access the snack areas independently but an adult is always on hand to help cut fruit or open cracker packets etc. Milk is offered at this time but water is freely available all day.

### 11.30am

Tidy up time begins. Children are encouraged to take part in tidying the classrooms and outside areas.

Nappy changing/toileting children happens as and when required throughout the morning and afternoon.

### 12.00pm

Baby and toddlers are served their lunch. Those who are able are encouraged to put their own water and help themselves to seconds once food is served, they are also encouraged to scrape their plates and put dirty plates and cutlery on the trolley.

In ocean room the children come together in three groups for a short story/group activity.

Those children going home are handed over to parents/carers.



### 12.15pm

Lunch is served in ocean room. Those who are able are encouraged to put their own water and help themselves to seconds once food is served, they are also encouraged to scrape their plates and put dirty plates and cutlery on the trolley.



### 12.30pm

Toddlers and babies are supported to wipe hands and faces and begin settling down for nap time.

Children that require comforters can use them at this time. Those children who are not napping have

free access to sunshine room where they are encouraged to engaged in supported, child led play either inside or out.

### 1.00pm

In ocean room the children are now able to use the outside space whilst the lunch areas are cleared by our cleaner.

Children are supported by adults to engage in learning opportunities in the outside space as in the morning.



### 1.15pm

In ocean room some younger children take a nap from this time in the dedicated sleep space supported by adults.

### 2.15pm

As babies and toddlers wake up, quiet activities are provided. The children are supported to listen to stories and those that require milk/feeding at this time will be supported.



### 2.30pm

Tidy up time takes part in ocean room. All children are encouraged to join and help.



### **3.00-3.15pm**

In ocean room the children come together in three groups for a short story/group activity. Core day children are collected from their parents/carers and handover takes place. In toddler room, an end of day song/short story takes place and core day children are collected and a handover to parents/carers takes place.



### **3.30pm**

Extended day provision time begins. Those children who stay for extended provision continue to engage in a wide variety of learning opportunities, supported by adults. Snack is provided in all rooms such as fruit/crackers. During this time numbers are lower and older children often engage in family type play such as board games or similar. Children across the school have the option of being inside or outside at this time.

### **4.30pm**

Tea is served in rainbow Room. All extended day children have tea together in family grouping style. Similar to lunch times, children are encouraged to serve themselves and tidy away after themselves.

### **4.30-6.00pm**

Children are supported by adults to engage in play within the toddler room. Adults provide resources which reflect the current interests of the children and their age/stage of development.

As children leave they are handed over to parent/carer with feedback given about their children's day.

Babies have daily diaries which indicate food/milk intake and general feedback on sleep times etc.

## Time Keeping



- Please hand your child to a member of staff - never just leave a child to play in the nursery.
- Please help your child find the correct peg to hang up his/her own coat. Each child will have their photo above their peg.
- **Please note:** We never let children go with anyone other than their main parent/carers without your permission. Children may only be collected by carers aged 16 or over (even if you are waiting in the car).
- Please remember to phone us if you are held up in an emergency.
- It is our policy to charge for repeated late collection. Our late fees will be as follows: **£10 payable** within the first half hour of late pick up and then **£5 for every half hour** thereafter. Many staff are parents too, needing to collect their own children, so please be considerate.
- **It is very important for your child to arrive and be collected on time.**

## Toileting & Changing Nappies

Please encourage your child to use and flush the toilet, and to wash their hands. For children not yet toilet trained please ensure you provide us with enough nappies, wipes and creams each week. Your child will have their own container within the room to store their items. When your child is ready for toilet training we can help and give you advice – please speak to your child’s key person. All children need spare clothes in case of messy play or toileting accidents – please ensure you keep a bag of clothes on their peg.

## Clothing & Other Belongings

- Your child should wear any comfortable, easy to wash clothes.
- Please do not send your child to nursery in new, expensive or ‘designer’ clothes. We all get dirty – even with aprons on.
- Please name all clothes as soon as possible.
- Please keep anything precious at home e.g. toys, earrings etc.



## **Outdoor Play**

Outdoor play and physical exercise is very important for children's learning, health and overall development. We do not have set times for children to play outside, the garden is an extension of the classroom and children can choose to be indoors or outdoors in all weather.

We have a wide range of learning activities on offer in our outdoor area. If you do not feel your child is well enough to enjoy short periods of outdoor play, please keep them at home until they are well enough to do so. Outdoor play does not cause colds or ill health (a virus or infection will cause this).

Children enjoy outdoor play in cold/rainy weather if they are well clothed and kept warm.

### **Outdoor Play Clothing**

In cold weather children outdoors need:

- Layers of clothing e.g. vest, t-shirt, fleece, hat, socks and/or tights
- Waterproof boots or shoes
- Waterproof, warm coat
- Scarf and Gloves

In warm weather children outdoors need:

- Sunhats
- Suncream
- Light clothing that covers shoulders
- Sensible shoes – not flip flops



## **Water Play**

Water is an important natural material that provides endless interest and lots of wonderful development and learning opportunities. Water play fosters learning in all developmental areas. It provides opportunities for children to experiment with maths and science concepts, strengthens their physical skills, advances their social and emotional skills and enhances language development. We believe that water play is very important so it will be on offer either inside or outside on a daily basis. Children are offered aprons to wear, however please note the nature of water play does mean that clothes sometimes still get wet. Please ensure we have spare clothes for your child.



## Drinks & Snacks

We provide the children with milk and water throughout the day. Children are encouraged to help themselves to snack such as crackers and fruit when provided (10.30am and 2pm).

If a child is being breastfed, parents can provide milk to the class for it to be stored in the Fridge. Formula milk is not supplied by the nursery and parent/carers are requested to bring this in.

## Behaviour

We have a policy for positive behaviour management for all children. Staff are happy to tell you how this works for your child. Staff do not shout at children except in a real emergency to warn of danger. Children are shown how to care for one another and for the world we share. We like to encourage positive behaviour. We use positive language, describing what we want them to do, labelling good behaviour and praising children who are helpful, trying hard and being kind. Minor arguments are part of growing up and, where possible, we help children to settle things fairly for themselves. Children's feelings are acknowledged but they are not allowed to hurt others or spoil their fun. **Please explain to your child that they should always tell an adult if they are ever upset or hurt.**

## Inclusion

At North Islington we are committed to inclusion. We believe in equality of opportunity for all and enjoy being in a community with a rich cultural ethnic mix. In addition, we have designated number of places for children with severe and complex needs. All children are encouraged and helped to join in all the activities on offer as we believe that all children have the right to learn and play together.

Through our curriculum we give children opportunities to talk about their own and others' significant and special events. They learn positive attitudes and behaviour towards people who are different to themselves. We want to strengthen the positive impressions children have of their own cultures and faiths, and those of others, by sharing and celebrating a range of practices and special events. If you prefer not to have your child join in any activity, please let a member of staff know.

We employ extra support staff who have a specific responsibility to support the development and needs of children with SEND. This sometimes means that they will work directly with the children with additional needs or support their access to another adult led activity by working alongside them.

## **English as an Additional Language/ Bilingual children**

We recognise that each family is different. Many children learn their first language at home and begin learning English when they start nursery. Some families speak two or more languages at home. Children with good knowledge of their home language learn English more easily when they start nursery. We provide access to specific activities and small group time which supports and extends their English language learning.



If your child is learning English as an additional language, please help at home by:

- Encouraging them to learn both languages
- Speaking to your child in your home language
- Play games, sing songs and tell stories in your home language

We use Makaton throughout the nursery with all children; this not only helps children with EAL but with younger children who are not yet speaking clearly. We will talk to parents/carers about the languages your child speaks and or understands prior to them starting with us. We will create a list of familiar words in their additional language so we can communicate with them as well as using Makaton.

## **British Values**

At North Islington we actively promote the fundamental British Values of democracy; the rule of law; support and respect for individual liberty within the law; and mutual respect and tolerance of those with different faiths and beliefs. Staff help children interpret these as learning right from wrong; learning to take turns and share; and challenging negative views and stereotypes. We do not promote views and theories that are contrary to established scientific or historical evidence and explanations and actively challenge those who express opinions contrary to British Values.

## **PREVENT Duty – Preventing Radicalisation/Tackling Extremism**

Keeping children safe in education is our priority. Our school works in partnership with the wider school community to ensure children and their families are safeguarded from radicalisation and extremism. In line with the 'PREVENT Duty' we will ensure that all staff and governors are trained, informed, recognise vulnerability and mitigate identified risks and ensure the curriculum embeds British Values, teaching our staff, children and visitors to be tolerant and have respect for all faiths within our multi-cultural society. This is underpinned by a range of other school policies including e-safety, curriculum and safer recruitment.

## **Teaching and Learning at North Islington Nursery School**

### **Planning for Learning**

At North Islington we believe that children learn best when they are provided with the opportunity to direct their own play. Knowledgeable adults support children's play by engaging in thinking processes and conversations.

Staff ensure that the learning environment provides stimulating opportunities for children to learn in many different ways and which reflect their interests and age/stage of development. This closely links with the guidance set out in the Early Years Foundation Stage. We do not plan in advance but, 'in the moment.' This allows adults to capture and respond to children's interests immediately, moving children forward in their learning.

Parents are encouraged to participate in their children's learning by completing an All About Me at Home sheet with their children which includes taking photos of special events/home life.

### **Observation and Assessment**

Staff record what they have taught children through play and this is documented on individual learning journeys. Learning journeys show how children have made progress over time which is linked to what they have been 'taught'.

All staff make observations on children's learning continuously. Observations document progress that children make and sometimes identify difficulties that a child may be experiencing. Observations are shared with parents via our online system called My Nursery Child. Parents have individual logins so that they can view their children's learning at any time.

Each term staff identify the strengths of the children within the class and discuss areas where children may not be showing as much progress. These areas then become a focus within our school improvement plan.

### **Transition between rooms and schools**

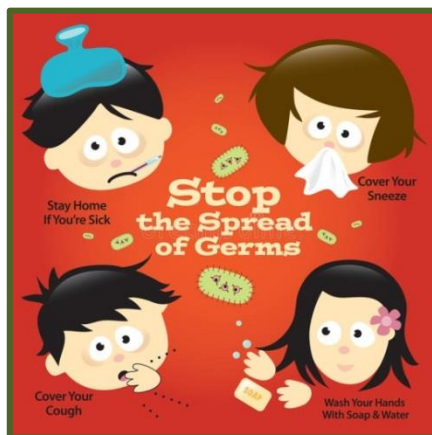
When children move between rooms their parent/carer is invited to meet with their child's new key person at a transition meeting. This time allows parents and staff to discuss the child's individual needs and interests.

When children leave North Islington to attend reception class we take children to visit their new school. For some children it is important to hold a transition meeting so that staff and parents can share particular information. This is important when a child has an additional need or where there are safeguarding concerns.

## Health and safety

**Please telephone us if your child is going to be absent.**

**Medical Conditions** - please let us know of any medical conditions your child may have so that we can give the best possible care. We will complete a 'Keeping Healthy, Keeping Safe' form with you which will note down all the information we need to know regarding your child's condition.



**Administering Medicines** - we can only administer medicines prescribed by a Doctor, with a pharmacy label which includes the name of your child. Children must stay home for the first **48 hours** following a course of antibiotics.

We will only give a child paracetamol in an emergency in order to bring their temperature down; we will seek parental consent over the telephone and expect someone to be on their way to collect them.

**Sickness & Diarrhoea** - any child who has had sickness and diarrhoea must stay at home for at least **48 hours** after the last bout to stop the infection spreading.

**Emergency Contacts** - we need 2 emergency contact numbers for you – please let us know if these change. If you are unable to pick up your child from nursery during the day, you must arrange for someone to do this in an emergency. Please make a plan for your child's emergency care – before it happens.

**Fire Evacuation** - the children and staff take part in a fire evacuation practice at least once a term. If you are in the building at this time you will be shown where to go and what to do.

**Sun Cream** - please can you put sun cream on your child during the warmer weather, we will continue to top up children with sun cream throughout the day.

**Earrings** - only sleeper or stud earrings are allowed in nursery.

**NO SMOKING** - please do not smoke anywhere within the building or its grounds – it is against the law.

**Dogs** - no dogs are not permitted on the premises.

## Communication with Parents

### ParentMail

We use ParentMail as a communication tool with parents/carers. ParentMail enables us to send emails, texts, forms, questionnaires and surveys to parents. Parents will receive a text or email from us asking to register with ParentMail when their child starts nursery.



We highly recommend you download the app on any IOS or Android device by searching 'Parentmail'. All the information we send to you will be kept in one place making it more accessible to parents.

Once you have downloaded the app, you will be able to pay your child's nursery fees by Debit/Credit card or Paypal.

You are able to inform us if your child is going to be absent via Parentmail which is extremely quick and convenient.

<http://www.parentmail.co.uk> Our version is ParentMailX

### Facebook

We have a Facebook page which we encourage parents to join if you are on social media. At present we don't put photographs of children on our page. We use the page as a way of communicating with you – using it in a way to remind parent/carers of INSET days, community events and other general information we feel you may find useful.



### School Website - [www.northislingtonnursery.co.uk](http://www.northislingtonnursery.co.uk)

Our school website has a range of information for parents/carers such as school policies, timetables, useful links and services on offer. We have an app that you can download which enables you to download our school calendar and keep up to date with our news feed.



### How the app Works

Firstly, you will need to download the app from either the [iTunes App Store](#), [Google Play](#) or [Windows Store](#) by clicking on the relevant buttons below or by loading up the app store on your phone and searching for 'School News'.



Once you have located and downloaded the free app, launch the app and you will then be able to either click on the **'Find my school'** button which uses the phones GPS to locate all the schools in the surrounding 20 miles, or you can type in the schools postcode and click on **'Get my school'** button.

Your school's postcode is: **N4 3RB**

You will then see a list of schools that use the app. Click on the school you wish to view news & events for.

You will then be able to click on the **'News'** button to view all of the latest news items that have been added to the school(s) you have selected and also all of the upcoming calendar events by clicking on the **'Events'** button

## Photographs

Please do not take photographs of your child in nursery. Staff will take photos for you as we use photos and videos of children in nursery to record their achievements and progress. You will have your own log in details to access My Nursery Child which will enable you to see what your child has been doing at nursery and see recent photos. Each child also has a profile book which has photos and work in which is kept in the classroom for you to see.

## What does the Governing Body do?

- The Governing Body is responsible for monitoring and evaluating the performance of North Islington Nursery School and Children's Centre.
- It is responsible for all aspects of the nursery's administration including the appointment of staff, the delivery of curriculum, the management and control of the budget and the implementation of the School Improvement Plan.
- The Governors give advice and support to the Headteacher and the nursery staff.
- The Governing Body is made up of representatives from teachers, support staff, parents, the Local Authority and the community. The governing Body consists of 10 members.

- If you want to tell us anything about your experience at the nursery you can speak to any of the staff, parent governors or we have a comment box in reception. More information on our Governing Body can be found on our website.

## Children's Centre

Children's Centre services are managed by the Local Authority. We offer a range of services such as:

- ESOL classes for adults
- Family Support
- Stay and play sessions
- New parents group
- Stockists of 'Healthy Start' vitamins
- Sleep and weaning workshops

Our current activity timetable can be found at Reception, on our notice board outside and on our website.

**Volunteers:** Interested in volunteering? Please come and speak to office staff.



**HEALTHY  
START**



### Key Points to Remember:

**SWITCH OFF YOUR MOBILE PHONE**

**If your child is ill call us on: 020 7527 4844 or inform us via ParentMail**

Keep us updated with latest telephone numbers

**Label all clothes with your child's name**

Dress your child in old, easy to wash clothes for messy play and clothes suitable for outdoor play

**Always say goodbye to your child before you go**

Ask for help if you have a problem

**Join us at family events**

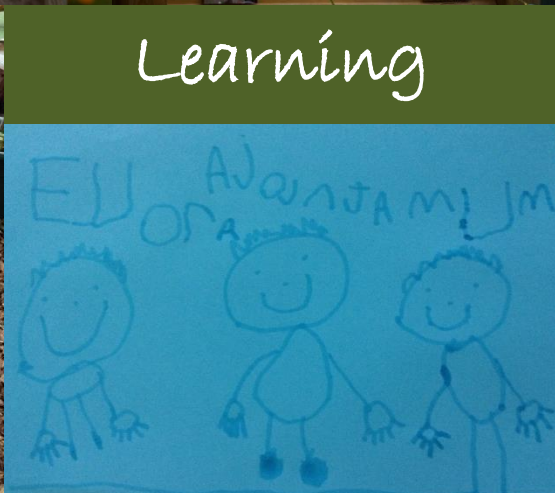
Tell your child that nursery is lots of fun!

## North Islington Nursery School & Children's Centre PTA

Our PTA is made up of parents and carers who use our Nursery School and Children's Centre and care about what happens here. They meet every half term to discuss news, views and various issues. The PTA is newly set up but we are hopeful that the PTA will really help us continue to run fun events and fundraise for our school. We would welcome your help – please let us know if you are interested.

***Happy to be here – A place where everyone feels valued, included and is listened to. A place where we play, develop a love for learning and have fun!***





*Let's begin an exciting journey.....*