



Welcome to Manor Park Nursery

Dear Parents and Carers,

We would like to welcome you and your child to Manor Park Nursery, which is part of Manor Park Infant School. The information in this booklet is designed to help you understand what happens in nursery, how we intend to help your child develop to their full potential, by becoming an independent individual and how you can help and be involved in the process. We hope you find the information useful.

As a nursery, we aim:

- To develop a partnership with parents/carers, enabling children to learn at home and at nursery
- To provide an environment which encourages children to talk, to listen and to share with adults and children
- To provide a range of activities, which enable children to discuss, think, question and learn
- To provide opportunities for parents /carers to share the progress and achievements of their child, to contribute to our observations and assessments of their child and therefore support our planning
- To follow the principles of “The Early Years Foundation Stage” within all aspects of our practice
- To work with other schools and settings, to provide a continuity of experience and enjoy a positive transition for all
- To interact with children so they gain knowledge and understanding of the world, of themselves and of others, whilst building a foundation for lifelong learning
- To provide an environment which is welcoming, safe and stimulating, where children enjoy themselves, grow in confidence and fulfil their potential.



Our Vision

The best start in life for all our children – no excuses – no compromise.

Learning Together, Success Forever.

Our Values

Respect

Kind

Ready

Safe

High Expectations

Meet the Nursery Team



Mrs. Bower- Nursery Lead

Hello, my name is Mrs Bower, and it's my pleasure to welcome you to Manor Park's wonderful nursery. Our nursery is always full of amazing friends for you to play with and help you to explore the exciting learning opportunities we have to offer. We're very passionate about early years and look forward to making many happy memories together.

You will hear lots of stories about my now grown-up children, and our rather mischievous dog called Angus, who likes to go for long walks and then curl up on the sofa next to me. I also like reading, painting and exploring my favourite place, Scotland! I can't wait to find out about your family and all the things you enjoy doing.



Mrs Christian – Assistant Nursery Lead

Hi, my name is Mrs Christian, I can't wait to meet you. We will have so much fun learning lots of new skills and developing the ones you already have. Nursery is such an exciting place to be, and we will learn so much together. I enjoy spending time with my family and taking long walks with them and our dogs, Coco and Rolo. I'm looking forward to getting to know all about you. See you soon.



Mrs Page - Teaching Assistant

Hi, my name is Mrs Page, and I am one of your nursery class Teaching Assistants and Key Persons. I am really looking forward to getting to know you and having lots of fun together, helping you to develop lots of skills and learning through play! My favourite colour is red, and I love to travel to Northern Ireland to visit my family and friends. I also love going for long walks with my dog, Ralph.



Mrs Bell – Care Assistant

My name is Mrs Bell, and I am a Care Assistant in Nursery. I am really excited to work with you and to have lots of fun in the games that we will play! I love spending time with my two girls, and we love to go camping together. I look forward to seeing you soon.

Nursery Induction

Induction is an important part of starting nursery. We aim to ensure that you, and your child's, introduction to our nursery is as stress-free as possible. Some children feel comfortable straight away, whilst others take longer to get used to their new environment. We want your child to feel safe and happy in your absence, as they cannot play and learn successfully if they are anxious and unhappy.

Settling Period.

Every child is unique; some children will settle quickly, while others take longer. Nursery staff aim to ensure your child feels happy, safe and secure without you. Your child will have two settling-in sessions where they will meet the children they will be in nursery with and see the physical environment.

Key Person

We believe that relationships between adults and children are crucial for the child's happiness and security. The Key Person approach provides every child with the reassurance of feeling secure and cared for, allowing them to become familiar with the nursery and confident and safe within it. Your child's Key Person meets the needs of each child in their care and responds sensitively to their feelings, ideas and plans for their next steps in their development.

Sharing Information

We know that communication between home and school is very important. Therefore, observations and photographs of your child will be collected using an iPad and shared with you on the communication and information platform, used at Manor Park - Class Dojo. Consent and login details will be provided to parents/carers when your child begins nursery.

Illness

If your child is ill, please phone the school office, and we can mark the absence appropriately in the register. If your child should suffer from sickness or diarrhoea during the course of the year, please keep them at home for 48 hours. (This is in line with NHS guidance)

If your child has a minor accident, we will inform you with an accident form at the end of the session. If your child should bang their head, school policy states we will send a text message informing the parent/carer, and a "bumped head" letter will be sent home. If your child becomes ill or has a more serious injury, they will be looked after by someone qualified in first aid, and you will be contacted.

Medicines

We can administer medication if necessary; however, this must be passed to the school office, and a form must be completed and signed by the parent/carer indicating the type of medication, dose, and time to be administered, along with signed parental consent.

Absences and Holidays

If your child is absent due to a medical appointment, please telephone the school or notify us in advance. Absence for holidays in nursery does not require a signed holiday form (as in school), but we do encourage you to fill one in or send us a letter so that we know why your child is away, and then we do not worry about them and therefore try to contact you.

We request that your child not bring toys or comforters from home.

Toileting

Every child's development is unique. Some children can be toilet-trained earlier and faster than others.

It is expected that your child is toilet-trained and wears pants for nursery now that they have turned 3 years old. However, it is not uncommon for children who are toilet-trained and reliably clean and dry at home to start having accidents when they begin an early years setting. We kindly ask that there are at least 2 pairs of pants/trousers/leggings and socks in a child's bag for such accidents, more if they are new to toilet training. We also request that you provide wet wipes and nappy-sacs to put wet clothing in. The nursery does not keep spare clothes or changing materials to clean children. If you have any concerns regarding your child's toileting, please speak to us. Information relating to toilet training can be found on the NHS website 'How to potty train'.

Nursery Uniform

We have a uniform for Nursery children in line with that of the School.

Logo school uniform can be purchased from Just Schoolwear. You can visit the shop in Arnold to view items and then order online at www.just-schoolwear.co.uk

Alternatively, website, my clothing www.myclothing.com

GIRLS

- Sky Blue Polo Shirt with/without school logo
- Navy Blue Sweatshirt with/without school logo
- Navy Blue Cardigan with/without school logo
- Navy Blue or Black Skirt, Pinafore Dress or Trousers (jogging bottoms can be worn by Nursery children)
- Summer: Checked Cotton Dress in Blue/White
- Sensible school shoes in black or navy – no trainers

BOYS

- Sky Blue Polo Shirt with/without school logo
- Navy Blue Sweatshirt with/without school logo
- Navy Blue Cardigan with/without school logo
- Navy Blue or Black Trousers or Shorts (jogging bottoms can be worn by Nursery children)
- Sensible school shoes in black or navy – no trainers

Uniform is to be worn every school day unless it is a special occasion. You will be informed of these as they arise.

No jewellery is permitted, with the exception of one set of small stud earrings.

Clothing

We value outdoor play experiences and therefore use our outdoor area in all weather. Please can you ensure your child is dressed appropriately for all weather. During winter, provide wellies, gloves, a scarf, a hat and a suitable coat. In summer, please provide your child with appropriate clothing and a sun hat.

As your child will be climbing and running, no open-toe sandals are allowed in nursery. We also ask parents to take responsibility for applying sun cream to all exposed areas of children's skin before nursery.

To make life easier for your child to use the toilet independently, please dress your child in clothes that are easy to manage, and belts should be avoided if possible.

PLEASE MAKE SURE ALL YOUR CHILD'S CLOTHING IS MARKED WITH THEIR NAME, INCLUDING SHOES AND COATS.

Healthy Lunch Boxes

Please include some fruit/healthy food and provide a **NON-fizzy drink**. Please avoid too many sugary foods. Carrot sticks, chopped up cheese and cucumber are popular snacks.

There is also an option of having a school lunch at the current price of **£3.40 per day**. This is to be paid via Schoolmoney (our online payment system) in advance of the lunch. You will receive a link to set up your account when your child starts nursery.

Water is always provided at lunchtime.

Please bring a named **WATER** bottle every day at nursery, which they can help themselves to during the session if needed. Please remember to take this home to wash and refill on a daily basis.



Free School Meals

Your child may be entitled to free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

Benefits include:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you think they are entitled, please complete the enclosed form (Alternatively, call 0300 500 80 80 or log on to the GOV.UK website, where there is an online registration service which can help you with it.)

School Milk

We have arranged for your child to receive free milk at school, funded by the UK Government's Nursery Milk Scheme.

When your child turns 5 or if they are already over 5, you have the option to pay for their milk. We have made arrangements with the UK's leading school milk supplier, Cool Milk, to supply milk at a small subsidised daily cost.

What you need to do:

- ❖ Visit www.coolmilk.com as soon as possible and select "Register your child for milk", then follow the on-screen instructions to register and pay

A portion of fresh, chilled milk at mid-morning break provides protein, calcium and other vital nutrients, important for your child's growth and development. It's also a great way to bridge the gap between breakfast and lunch, rehydrating your child and helping them to concentrate in class.

Should you have any queries regarding your child's registration or milk supply in general, please do not hesitate to contact Cool Milk directly on customerservices@coolmilk.com or call 0844 854 2913.

Snack

We participate in the National Fruit scheme, and the children will be provided with a piece of fruit each day.



Nursery Times

MORNING SESSION

Monday – Friday 8.45 am – 11.45 am

FULL DAY

Monday – Friday 8.45 am – 3.15 pm (packed lunch or school dinner)

AFTERNOON SESSION

Monday – Friday 12.45 pm – 3.15 pm

Children can become upset if their routine is disrupted. It is important that you keep to the nursery times. If you are delayed, please telephone the school immediately.

Drop-off and Pick-up Arrangements

At 8:45 am, the nursery gate will be open to allow entry and exit. Immediately after the gate, please turn to your left and follow the path all the way around, where you will form a queue behind each other. Please keep your child with you at all times. They cannot play on the equipment whilst you queue. One at a time, the nursery staff will welcome the children into the nursery unit and greet parents at the same time. **Please exit the nursery unit through the same gate. The same arrangement will be in place when you pick up your child.**

We kindly request that you say goodbye to your child at the door, as this will settle them quickly into a routine. If your child becomes upset or distressed at drop off, we will telephone you to let you know they have settled. However, we acknowledge there will be occasions when you may need to speak to a member of staff to pass on messages or ask questions. Please ring the school office if you need to talk to a member of the nursery team, and we will call you back at a convenient time.

We believe that children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with adults caring for them. For this reason, we find the key person system effective to be able to liaise with parents and have an increased awareness of your child's individual needs.

It is vital we know who is collecting your child from nursery. Please let us know if someone different is coming and, preferably, introduce them to us first, as we never let a child go with an unknown person. Nursery children must be brought into and collected from the nursery by a responsible adult.

Additional Hours

If your child is entitled to 15 free hours at nursery but you would like to increase this, this may be possible for £5.50 per hour. Please speak to the school office if you would like to arrange this.

The Foundation Stage Curriculum

We believe play underpins all development and learning for young children. It is through play that children develop intellectually, creatively, physically, socially and emotionally.

Within the nursery, we provide a wide range of learning opportunities to enable the children to access a variety of experiences. Every child starts nursery at a different stage of development. Their individual needs are assessed, and staff plan appropriately to meet those needs, providing suitable resources and activities which allow for progression.

Our nursery provision is based on the Early Years Foundation Stage, which sets the standards for learning, development and care for children from birth to five. It stresses the importance of providing well-planned experiences based on children's spontaneous play, both indoors and outdoors.

The EYFS describes Prime Areas of learning, which are fundamental and develop quickly in response to relationships and experiences and therefore support all other areas. These areas are:

- **Communication and language development** involve giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations



- **Physical development** involves providing opportunities for young children to be active and interactive, and to develop their coordination, control, and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.



- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.



Within the Early Years Framework, there are also Specific Areas of Learning, including essential skills and knowledge. They develop from the prime areas and provide important context for learning.

These are:

- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.



- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems, and describing shapes, spaces, and measures.



- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



- **Expressive arts and design** involve enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.



The curriculum is planned to promote progress in all areas of learning, as prime and specific areas of learning development are all interconnected. All areas of learning are delivered through planned, purposeful play, with both child-initiated and adult-led activities.

We recognise and support the unique differences in children and develop their self-confidence by building on what they can do. We also encourage children to become decision makers and problem solvers who can plan, carry out their chosen activities and later reflect on their play. Children are encouraged to play individually and in cooperation with other children and adults.

The nursery unit will use natural resources in each of the areas of learning. Where this is not possible, we will use resources that can be easily cleaned at the end of each day. The areas of learning will be limited to 4 children at any one time. To enable our nursery children to understand this concept, there will be 4 coloured sashes in each area for children to wear. These are washed regularly. The children will have access to free-flow, indoor and outdoor learning throughout the day. Regular handwashing will continue at designated times, including on entering school and before and after eating.

Safeguarding

The welfare of your child is of the highest priority. Please ensure a responsible person picks up your child. You must inform us if this is someone different to yourself or another regular family member/childminder. If we have any concerns about your child's safety or well-being, then it is our duty to share these concerns with you. Miss Hanson (Headteacher) and Mrs. Bower are designated safeguarding staff who have had additional safeguarding training.

Communication

Our website and ClassDojo will be kept up to date with all school information. This includes letters that are sent to parents/carers and diary dates. We will not send home paper copies of letters unless the subject matter requires this in a bid to help our environment and save our school funds.

Class teachers will also use **ClassDojo** to update parents/carers on their child's school experience from time to time. Diary dates and further communication will also be added to ClassDojo. You will receive further information on how to log on to these apps when your child starts school.

All year groups use Eduspot. Within Eduspot we have **Teachers2Parents** and **Schoolmoney**. You can have the choice to download the Eduspot App or access via text message/the internet.

Teachers2Parents is our messaging service, which we use to send quick messages, urgent messages, reminders and also now links to the latest newsletters on our website.

Please note that if you have downloaded the app, all messages will come through the app. If you do not have the app, messages will come through your mobile phone's text messaging service.

Schoolmoney - All payments at Manor Park are made through Schoolmoney. This includes trips, events and lunch payments (for nursery children). You will receive a message when you have a payment available, and also payment reminders.

DISCLAIMER

The information given in this booklet was valid at the time of printing in May 2026. It should not be assumed that there will be no changes affecting the arrangements described in the booklet. Thank you.