WELCOME TO GREAT COATES VILLAGE NURSERY SCHOOL

Introduction

Parents and carers play an important part in our school. We like to feel that we are sharing your child with you in a happy and relaxed environment.

We hope you will always feel very welcome. If you have any questions about Nursery School, please do not hesitate to ask - we will do our best to help you.

Vision

Our vision for Great Coates Village Nursery School is to ensure that all our children effectively build firm foundations for future learning.

Beliefs

- Every child comes to us with a unique set of experiences and therefore has something to offer.
- Every child has a right to a stimulating, fun environment, where they can feel safe and secure.
- It is our role to provide a friendly, welcoming environment for children and their families.
- Every child has the right to access high-quality learning experiences which enable them to maximise their potential.
- We want children to leave Nursery as independent and confident individuals who have positive attitudes and an enthusiasm for learning.
- As an inclusive setting we actively embrace and promote the individuality of everyone that is part of our Nursery community.

NURSERY SCHOOL STAFF Autumn 2026

Our Head Teacher is:
Mrs S. Bate

Our Assistant Headteacher/SENCo is:
Mrs L. Ramsden

Our Key Persons are:

Mrs L. Ramsden
Mrs L. Garnett
Mrs M. Ireland

Our Support Staff are:

Mrs A. Smith – Classroom support
Mrs K. Woolliss - Classroom support
Mrs C. Osborne
Mrs L. Hodgson – Lunchtime supervisor
Mrs C. Robinson

Our Office Staff are:

Mrs H. Slater (Administration Officer)
Mrs R. Hammond (Administration Officer)
Miss E. Stayte - Finance

Our Caretaker is:

Miss J. Shenton

Our Chair of Governors is:

Mrs C. Storr

INFORMATION ABOUT ADMISSIONS

Our admission policy is one of equal opportunity for all children, regardless of gender, race, religious background or ability. Applications for Nursery places may be received from all areas of North East Lincolnshire.

Children are offered a funded part-time Nursery place of five x three-hour sessions per week, the term after their third birthday, subject to availability. These sessions are available flexibly morning, afternoon and full days. Morning sessions are 8.45 – 11.45 am, afternoon sessions are 12.33 – 3.30 pm.

We also offer a breakfast club from 7.45 – 8.45 am and an after-school club until 4.30 pm. Additional sessions can be paid for separately, if available.

Extended entitlement of up to 30 hours funding is offered but carries different conditions. This is for working parents who are eligible through a fixed set of criteria as determined by DFE and outlined at www.childcarechoices.gov.uk

In addition, we offer a breakfast club from 7.45am – 8.45 am and an after-school club until 4.30pm Additional sessions can be paid for separately, if available.

Breakfast club, afternoon club and the lunch' hour' can be used as part of the 15/30 hours allocation on a termly basis.

If fees are not paid the school will contact parents to discuss this. Parents who are experiencing financial hardship can approach school and this will be considered. If agreed fees are not paid additional sessions or lunchtimes can be removed by the school. The school may use the small claims court to claim unpaid fees.

Allocation of places

Applications for Nursery places may be received from parents/carers from any area of N.E. Lincolnshire. All applications for a Nursery place are considered in birth order at a specific time within the academic year.

Accessing additional sessions

- After school club - 3.30-4.30: £5.00
- Breakfast Club (7.45-8.45) - £5.00 with breakfast,
- Extra half day sessions (where available): £22.50
- Lunchtime (full day children only) £3.50

For further information, please enquire at the Office.

N.B. Children who access the lunch time session will need to bring a packed lunch but no drink.

Session Times:

The a.m. session begins at 8.45 a.m. and ends at 11.45 a.m.
The p.m. session begins at 12.30 p.m. and ends at 3.30 p.m.

It is important that children are not brought to Nursery too early as the members of staff need time to prepare classrooms before each session, have staff meetings etc. Similarly, at the end of each session, a few minutes wait for a parent to arrive can seem like a very long time to a small child, therefore we do ask you to be on time.

****We ask that parents do not allow Nursery children or their brothers and sisters to play on the toys, which may be left outside, before the start or end of each session. The Nursery School is only insured for accidents when members of the Nursery staff are supervising outdoor play. Equally, when bringing your child to or collecting them from Nursery, please will you ensure younger children stay with you rather than wondering off in the classroom. This is very important at the end of the session as staff will be trying to ensure children listen and do not go to parents until their name has been called. Thank you for your co-operation.**

Visiting Arrangements

As part of our admission procedures, we offer Stay and Play sessions (if possible) during the term before admission. There is an expectation that parents and children will access these sessions as a starting point to their child's learning and development. Dates for these sessions will be issues at the parent s meeting. As part of these sessions, you will have opportunity to meet relevant staff and find out more information about the Nursery routines and the Early Years Foundation Stage. You will also be asked to provide some specific information about your child to enable us to prepare a range of resources and documents in readiness for his / her first day.

We will require the following: -

- Contact details of both parents and any other person who may bring or collect your child form Nursery.
- Your child's birth certificate.
- Your child's immunisation details.
- A £5 one-off charge to cover your child's book bag.
- Individual photos of mum and dad
- Photos of **all** other adults who may bring your child to or collect him/her from the Nursery

You will also be asked to complete:

- An initial profile to provide important information about your child which will form part of our baseline assessments.
- An admission form which included permissions.

Parents and carers are welcome to visit the nursery, prior to their child's admission. Home visits are usually carried out prior to the children's admission to Nursery, to enable staff to meet the children in a familiar environment. However, this depends very much on staffing levels and the availability of Key Persons. Parents will be informed whether they will receive a home visit as part of the Stay & Play sessions. If home visits go ahead, a member of staff will complete several pages in your child's folder during the visit and will ask you to provide us with any additional information about your child. This enables us to get to know your child better and make an informed judgement about his/her stating point (Baseline) within each Area of Learning and development in the Early Years Foundation stage.
Each member of staff is deeply concerned about the pastoral care of the children. All members of staff endeavour to be available to always talk to parents, to maintain a good standard of pastoral care. However, there are occasions when it may be necessary to make an appointment to discuss matters more fully.

We encourage parents to be involved in their children's learning and from time to time the teacher may ask for your support with a specific area of learning. Every term we hold parents' meetings, when parents and carers are invited to come along and discuss their child's progress with their Key Person.

GENERAL INFORMATION

Settling in

1. The Nursery staff work in partnership with parents/carers to settle the child into the appropriate environment.

2. Children who have secured a Nursery place, will be offered opportunity to access a play session during the term before the child is due to start so that the children can familiarise themselves with the setting.

3. Most children settle quickly into Nursery. Parents can stay at the start of the first few sessions if they feel their child is unsettled.

4. All parents are encouraged to contact the setting during sessions if they wish to know how their child is settling.

5. No child will be taken on an outing from the Nursery until he or she is completely settled.

Preparing for Nursery

By the time your child starts Nursery he/she will already have experienced the stay and play visit to meet staff and other children. It is also a good idea for you to spend time talking to him/her about the type of activities he/she will be able to take part in e.g. painting, drawing, listening to stories etc.

Developing the children's independence is a priority during the early stages of their Nursery education. Here are some other hints on things that you can do at home to develop your child's independence.

1. Encourage him/her to dress themselves, to put on coats and attempt to fasten them. This will give them a sense of achievement and pride.

2. Encourage him/her to use the toilet and, most importantly, to wash and dry their hands afterwards. Please note that most children starting with us are toilet trained. **If your child still wears nappies there is an expectation that you will be working on toilet training throughout the term before they start with us**. If you need support with this, please contact your Health Visitor or local family hub.

3. Encourage him/her to mix with other children as much as possible. This will develop their ability to share, take turns and form relationships with children and adults.

4. Allow him/her to help around the house, setting the table, pegging out clothes, washing up etc. All these experiences lay good foundations for early mathematical and language skills.

5. Spend time together to look at books, talk about experiences and share thoughts and ideas.

6. Always praise your children's achievements, no matter how small they are.

All these activities provide children with experiences, which we will develop when they start Nursery. As parents and teachers, we are all working towards a happy transition from home to Nursery; therefore, we want your child to feel as happy and secure in Nursery as he/she does at home.

Parent Contacts

You will be informed of all holiday dates and school events in our termly newsletters which will be sent out and displayed on the parent's notice board outside the main door.

Our school has an automatic communication system (Arbour) that will contact you directly by text message and/or email, to keep you up dated with events in school and to notify you quickly should the occasion arise to do so. You will have already supplied the school with contact telephone numbers and e-mail addresses when your child started at the school. Please ensure you advise the school office of any changes as amendments can only be made by the school.

E-mails from the school will be from office@greastcoatesnursery.com

Please check your e-mails regularly and ensure these messages do not go into your 'spam' mail.

Snack Times

During each session, children have free milk and a small choice of food to enable them to develop their understanding of healthy eating. Fresh drinking water is available for the children to access, as they require, throughout the day.

Milk is provided for each child free of charge but a half termly contribution of £1.50 a week is requested from parents or carers to cover snack and such activities as baking etc. If there are remaining funds once this has been purchased, the fund may be used to enhance provision in the Nursery. A one off £5 contribution on admission will also be payable to cover the cost of a book bag.

School Dress

We have access to a range of school wear, via MY CLOTHING online which includes polo shirts, sweatshirts, cardigans, fleeces and shower-proof coats. This is not a statutory school uniform, but many parents choose to purchase items for their children. They all have the school logo printed on them and are available in various sizes. For more information, please contact the school office.

Whether or not you choose to purchase the nursery school wear, please may we ask you to dress your child in sensible footwear and clothing which is easily washed. The children will be learning through doing at this stage of their development. This means that they will experiment with a wide variety of materials, including glue, paint, sand, mud and baking ingredients. We do insist that the children wear aprons for messy activities, but accidents can happen!!

We do not consider it appropriate for young children to wear jewellery at nursery. However, we do understand that some children may already have their ears pierced and in such circumstances will accept them wearing small stud earrings. We will ask parents who insist their child wears items of jewellery to sign a disclaimer as the Nursery cannot be held responsible for any accidents which occur because of wearing jewellery.

Please label **all** your child's belongings clearly, since Great Coates Village Nursery School will not be held responsible for any lost or damaged items. As our cloakroom areas are quite small, we would ask that **you do not encourage your child to bring a 'school bag' to nursery,** as we do not have sufficient space to store them. We will issue book bags for our home story books, and these will be stored in a box in school and will be returned at the end of the day. All belongings are left in the setting at your own risk.

Please discourage your child from bringing their own toys to Nursery as we cannot take responsibility for them should they get lost or damaged.

If you have any clothes, which your child has outgrown, particularly underwear and boy's clothes, we would appreciate them in school in case of any accidents.

Absences

Whilst attendance at the Nursery is not compulsory, we do expect the children to attend for at least 90% of the time. This is to ensure that they benefit fully from the Early Years Foundation Stage guidance in preparation for the next stage of their education.

Illness is inevitable with young children, therefore, when your child is absent from Nursery for whatever reason, we would appreciate it if you could let us know as soon as possible by telephone or e-mail. Our telephone number is 231231. You will need to listen to the instructions and press 1 to notify us of absence or 2 if you wish to speak to a member of staff. There are times when we need to have the answer machine on e.g. overnight or when there is no one available in the office. If the answer machine is on, please leave a message and we will get back to you as soon as possible if necessary.

If your child has been unwell, it is important that you would keep him/her at home until s/he is well enough to return to Nursery. This will help us to protect other children and staff from illness. Likewise, if your child is sent home from Nursery due to illness, please ensure they have fully recovered before returning him/her to the school. Again, this is to prevent infection for other children and staff.

Please be aware that we can only administer medicines that have been prescribed by a doctor and have a label from a pharmacist on them.

Any child who has suffered from sickness and diarrhoea cannot be readmitted to Nursery until fully recovered, and at least 48 hours after the last incidence of sickness or diarrhoea or signs of infection. To protect your children from cross infection this 48-hour exclusion period also applies to staff.

We are grateful for your co-operation in this matter.

Children who are not collected at the relevant times:

We all understand that there are times when parents may be delayed and therefore unable to collect their child at the appropriate time at the end of the session. However, there is an expectation that parents will notify the Nursery in such circumstances. If a parent/carer fails to collect a child 15 minutes after the end of session, without any notification, the following procedures must be followed: -

1. Contact parents either on home, work or mobile telephone number.

2. If no reply, contact each of the nominated emergency contact numbers in turn.

3. If you are unable to contact anyone on the list and the parent/carer still has not arrived, then social services must be informed that the child has been left.

Fundraising

We encourage the children to think about others less fortunate than themselves and thus support various charities such as 'Children in Need' and 'Comic / Sports Relief'.

We also run our own fundraising events such as Christmas Fair and Winter Wonderland and sponsored activities for the children. We hope that you will be able to support us with these activities which do benefit our children and others.

ARRANGEMENTS FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The Governing Body has agreed a Policy for SEND. The nursery curriculum is differentiated to accommodate children of all abilities and appropriate provision is made for those children with identified special educational needs. It is the policy of the school to ensure that children with potential special needs are identified at the earliest opportunity to ensure that the best provision and support is offered to them and their families. Appropriate outside agencies, such as Educational Psychologists, Speech Therapists and Physiotherapists will be involved if it is deemed necessary. In most cases the school, working in partnership with the parents or carers, creates the appropriate provision and support.

The school has wheelchair access and disabled toilet facilities in both buildings.

a) The name of the Governor designated to have oversight of this aspect of the school's work is **Mrs C Storr**
b) The name of the senior member of staff having responsibility for the school's arrangements for identifying and meeting the special needs of the pupils is **Mrs S Bate**.

The SEND Co-ordinator:

- Works with other members of staff to ensure early identification of children with special needs.
- Arranges referrals to other agencies.
- Works with parents and the outside agencies.
- Meets with other Key Persons each term to discuss individual needs
- Arranges extra classroom support for the children where and when possible and if necessary, prepares Individual Learning Plans.
- Decides for the annual review of children with Education Health Care Plans.

Our Policy for Special Educational Needs and Disabilities is available to download from the school website. A hard copy can be requested from the office

SAFEGUARDING CHILDREN

All members of staff at Great Coates Village Nursery School believe strongly in the welfare of children and their right to be safe. We aim to provide a secure and caring environment where children can learn how to protect and value themselves and others.

The Designated Person for Safeguarding Children is:
Mrs S Bate
The Deputy Designated Persons for Safeguarding Children is:
Mrs L Ramsden
The Governor with responsibility for Safeguarding is:
Mrs H Albery

Our Policy for Safeguarding/Child Protection is available to download from the school website. A hard copy can be requested from the office

THE NURSERY ROUTINE AND CURRICULUM

Parents are the child's first educator. You have taught your child everything they know to date. At Great Coates Village Nursery School, we pride ourselves on providing a secure and happy environment for the children. We want to build on the start you have given them and work together to develop the children's skills and knowledge further.

Throughout your child's time at the Nursery, staff will observe him/her at play and make judgements about their individual stage of learning and development. Evidence is captured and logged into our recording system, 'Tapestry', which creates a learning journey specific to your child.

We believe that Nursery School is the first stage in your child's education, and we hope that all our children and their families will find it a happy and positive experience. We aim to provide a happy and caring environment in which the needs of everyone are met.

Rules are kept to a minimum and are applicable to the proper and safe organisation of the Nursery environment. If there is a serious problem, parents are always consulted. It is our aim that children learn to respect and care for others, take pride in themselves and their own achievements and are happy, well behaved and eager to learn from the variety of experiences we offer. This is reflected in the attitude of the staff, who give praise and encouragement and have high expectations of individuals according to their ability. The children's work is highly valued and attractively displayed throughout the Nursery.

You will have been notified of your child's Key Person, and you will meet them at the 'Stay and Play' session. There will be other adults present during the session who will support the Key persons to deliver appropriate learning experiences for the children. Children are admitted each term in age order.

The Early Years Foundation Stage

At Great Coates Village Nursery school our curriculum is based on The Early Years Foundation Stage (EYFS). This is the curriculum that the Government sets for all early year's providers (0-5 years) to make sure that 'all children learn and develop well and are kept healthy and safe'. (Department for Education) There are 17 early learning goals to be aimed for by the end of the reception year in school.

The Framework is divided into 3 sections;

1. Characteristics of Learning
2. 3 prime areas of learning
3. 4 specific areas of learning

Characteristics of learning

Playing and exploring, which is about finding out and exploring, playing with what they know and being willing to 'have a go'.

Active Learning, which is about being involved and concentrating, persevering and enjoying achieving, what they set out to do.

Creating and thinking critically, which is about having their own ideas, making links and choosing ways to do things.

Prime areas

Personal, Social and Emotional Development, which is about making relationships and getting along with other children and adults, having confidence and self-awareness, and being able to manage their feelings and behaviour.

- forming meaningful relationships with other children and adults
- having respect for other people
- being an individual and belonging to a community
- being able to express and cope with your feelings and emotions
- becoming independent and helping others
- being able to make choices and taking responsibility
- developing a sense of fairness, what is right and wrong
- understanding appropriate behaviour
- respecting and being able to empathise with others
- having feelings of wonder and joy
- sharing and celebrating festivals, traditions and special occasions.

Communication and Language, which is about developing good listening and attention skills, to have good understanding and also speak and express themselves clearly.

- developing confidence to be able to express your opinions and make your own choices
- talking, listening, discussing and recalling experiences in a range of different situations
- being able to describe and explain things in your own words, using your own ideas
- listening to stories, anticipating what might happen and responding appropriately to the story
- listening and following instructions and being able to answer questions appropriately.

Physical Development, which is about large and small movements in a variety of ways, having good control and co-ordination, handling different tools and equipment well. It also covers health and self-care, looking at ways to keep healthy and safe.

- developing confidence and independence through achievement
- learning to use tools competently
- learning co-ordination and control
- building confidence, stamina, energy and strength
- learning to move in a variety of ways
- expressing yourself through movement
- understanding the importance of exercise
- learning to make healthy choices about food, and taking care of ourselves and our healthy body

Specific areas

Literacy, which is about stories, rhymes, books and reading, and mark making/writing.

- believing in yourself as a reader and writer and developing the skills to become one
- enjoying stories and a wide range of reading materials e.g. books, poems, print in the environment
- learning to recognise letters and the sounds they each make
- learning to make marks and give meanings to those marks.

Mathematics, which looks at numbers, counting, shape, space and measure.

- appreciating pattern, and relationships in mathematics
- logical thinking
- exploring, comparing and describing shapes, quantities, height, etc.
- finding ways to solve mathematical problems e.g. estimating, measuring

- learning to use and understand mathematical language
- understanding and using number
- counting, understanding and using numbers
- calculating simple addition and subtraction problems

Understanding the World, which is about people and communities and helps children understand about the world they live in, including ICT.

- exploring the local environment
- finding out about the past
- developing an understanding of travelling to other places, distance and maps
- using technology – making models in a variety of ways
- planning, making and designing things
- exploring and solving problems
- using I.C.T. for a range of purpose
- exploring, experimenting and having ideas
- being curious – wondering why, how, what, if?
- understanding why and how things happen
- observing carefully and closely
- experiencing and changing materials
- sharing the joy of finding things out with your friends

Expressive Arts and Design, which develops different forms of expression, exploring music, dance and song, encouraging children to be creative in all respects. It also focuses on media and materials and imaginative/pretend play.

- representing and communicating your thoughts, ideas and feelings in a variety of ways e.g. art, music, movement dance, language and design and technology
- expressing yourself through a wide range of media e.g. paint, clay, drawing, 3D materials
- experiencing and enjoying beauty
- imagining, expressing and creating
- having original ideas and thoughts

SCHOOL SAFETY AND SECURITY

Your child's safety is paramount importance to all staff at the setting. To always ensure this safety, **please supply a named photograph of any person who has your permission to bring your child to the setting, or collect your child at the end of his/her session.** This will enable us to always maximise security, ensuring safety for your child and peace of mind for you. The photographs will be included in your child's Record Booklet. (If you wish, staff can take photos of the relevant people if you bring them to Nursery for introduction). It is also important that you inform the staff,

wherever possible, when one of these named people will be collecting your child at the end of the session. **Please do not send anyone under the age of 16 to collect your child.**

If someone different is collecting your child from Nursery School, please notify the teachers and we will email you the monthly password. **No child will be allowed to leave Nursery with an adult unknown to staff.**

As part of our safeguarding and security procedures, CCTV cameras are in operation around. We also have an electronic access system and a rigorous procedure for all visitors to the Nursery. This means that we can monitor more closely anyone requesting to the site.

Our CCTV system has highlighted that some parents disregard the safety notices on our gates and leave them open. On playing back the recordings, we have noticed several incidents where children are arriving and leaving at some considerable distance ahead of their parents/carers.

PLEASE CLOSE THE GATES AT ALL TIMES

There is also an electronic access on the gates. This is released for a short time at the start and end of each session to allow easy access. However, if you visit the nursery outside of these times you will need to request access or exit via the intercom.

Please note that pressing this buzzer does not release the gates.
It simply alerts the reception staff, who will enquire who is at the gate and release it accordingly.

ROAD SAFETY AND PARKING

We would like to work in partnership to help teach your child about road safety and how to stay safe in the local environment,

Please teach your child to walk with you and always hold your hand, especially on the way to and from Nursery school.

Please do not park on the double yellow lines outside Nursery school or down nearby roads as this can cause obstruction of the school gates and other road users. Please also respect our neighbours by not parking over driveways or on grass verges.

Please do not use the school car park. The car park is very small and is for staff use only. If your child has a disability and cannot walk far, as permit for parking in the school car park will be issued, on request.

COMPLAINTS PROCEDURE

If any parent has a cause for complaint they should, in the first instance, please take it up with the child's Key Person. If the issue remains unresolved, they will be referred to the Head Teacher.

The Head Teacher will then investigate the complaint and report back to the parent within three days.

If the matter still cannot be resolved to their satisfaction parents have the right to raise the matter with the Chair of the Governing Body, by sending a letter to the school which will be forwarded. The Chair will investigate the matter further.

If we are still unable to come to an acceptable resolve, the matter will be referred to the Local Education Authority.

A full copy of the School's Complaints procedure is available on request.

GDPR PRIVACY NOTICE

At school we need to keep information about you and your child. Under the requirements of the Data Protection Act we need to inform you about what information is held by us about your child. To do this we send out a "GDPR Privacy notice" for your agreement. It explains why we need the information and lists the other educational bodies to whom we pass this on, for example the Local Authority needs to know about your child if an assessment of special need is necessary.

All information held about your child is kept on a secure, password protected system. This is backed up daily during school term time. We would also like to assure you that we do not pass on personal information held about your child to any commercial organisation.

We hope you have found the information in this booklet useful, and we thank you for taking the time to read it.

If you have any comments or queries, please feel free to speak to any member of staff.

Always remember that you and Great Coates Village Nursery School are working together for the same goal ---

A happy and secure start to school life for your child.



ARE WE MEETING YOUR CHILDREN'S NEEDS?

FEED BACK FROM OUR PARENTS

"Great Coates Village Nursery school is an excellent school in every respect. The staff are very approachable and always available to answer questions and queries. The standard of education is very good".

"Nursery school is the basis of a child's education and Great Coates Village Nursery School more than adequately provides for our child's needs. Since attending the school our son has developed greatly".

"Huge praise to all the members of staff who work so hard to maintain the high standards set. Although not very practical, we shall be very sorry when our child must progress to the infant's school."

"Initially, when your child begins venturing out into the big wide world, it is quite daunting, but we feel fortunate to know that our son is in such capable hands. Keep up the good work!!"

"Great Coates Village Nursery School provides a warm, safe, friendly environment for children to learn and express themselves."

"The staff offer so much support and give parents ideas on how to help your child through play. They are so approachable & friendly. My child has never stood still since being at Great Coates Village Nursery School. She has grown in confidence & has become independent. You make it fun for the children to raise money for charities and to think about why we need to help others."

"I am extremely happy with my son's progress in the last year and, most importantly, I'm pleased to see him enjoying the whole experience."

"The staff are so approachable, and the overall atmosphere is very happy. There is a diversity of learning activities available for the children."

"I like the opportunities to meet other parents. All the facilities are super and there is a wide range of learning topics for each term. I like the kindness of the staff and the happiness it gives my child."

"I like the calm structured setting which still allows for free play. I think this is an excellent preparation for main school. I like the caring approachable attitude of all members of staff from the Headteacher to the reception staff. Their response to any problems my daughter has and the innovative and speedy way solutions, which meet my daughters' individual needs, are implemented. This improves her ability to enjoy and learn through play, which without the staff's consistent efforts would affect her learning outcomes immensely. It is only through the care and hard work of the staff that my daughter, who has 'Aspergers Syndrome', enjoys going so much and learns such a lot."