



Welcome to Woodside Primary Academy Nursery



3-4 Provision 2024-2025

**Responsible Ladybirds, Respectful Butterflies &
Honest Bumblebees**



nursery@woodside-academy.org

020 3839 4971

Welcome to Woodside

Woodside Primary Academy Nursery forms part of the school's outstanding provision. The nursery has a dedicated team of experienced leaders, qualified teachers and early years practitioners who provide exceptional care, learning and personal development for all children. The nursery has an established reputation for 'high quality' care and education amongst our current and returning families.

The setting comprises of five nursery classes; for children aged from two to four years old.

- **Confident Grasshoppers** 6 months to 2 years
- **Independent Dragonfly & Kind Caterpillar** rooms for our children aged 2-3 years old.
- **Responsible Ladybird, Honest Bumblebee & Respectful Butterfly** classes for our children aged 3-4 years old.



Our Nursery Offer

We offer a wide range of provision to support the needs of all families.

- **Free** early educational **funded 15-hour places** for Babies from **9-months-old** (eligibility criteria applies)
- **Free** early educational **funded 15-hour places** for **two-year-old** children (eligibility criteria applies)
- **Free** early educational **funded 15-hour places** for **all three and four-year-old** children
- **Free** early educational **funded 30-hour places** for **three and four-year-old** children (Government Eligibility Criteria applies)
- **Extended wrap around day-care** starting from: **8:00am** and available to **6.00pm (Fees apply)**.

Our 3-4 Provision

Main Entrance



Classroom Activities

Bathroom



Dining Room



Main Entrance & Hallway



Woodside Nursery Key Staff

The nursery has a team of key staff who manage and oversee the nursery day to day.



Dawn Davidson
Day Care Manager



John Coggin
Nursery Operations
Manager



Phoebe Skeels
Senior Practitioner
Year Group Leader Under 2's



Becca Hilton
Deputy Day Care Manager
Year Group Leader 2-3's



Our Philosophy

Our early year's philosophy is based on a deep understanding of the way young babies and toddlers learn best; through 'quality care, nurturing play, learning experiences and quality interactions.'

We strive to ensure our children
TRIVE!

The Early Years Foundation Stage

The **Early Years Foundation Stage (EYFS)** is the Statutory Government guidance for all Early Years settings in England and was updated in September 2021.

At Woodside Primary Academy Nursery (REAch2), in line with all nurseries we follow this guidance to plan and assess the children during their journey through the nursery.



The Early Years Foundation Stage Curriculum



Characteristics of Effective Learning

In planning and guiding what children learn, we reflect on the different rates at which children are developing and adjust their practice appropriately. The three characteristics of effective learning, which we plan for, are:

Playing and Exploring – children investigate and experience things, and 'have a go'.

Active Learning – children concentrate and keep on trying if they encounter difficulties and enjoy achievements.

Creating and Thinking Critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.



The Prime Areas of Learning

For children under 3 there are '3' prime areas of learning that we use to support our planning:

Personal Social and Emotional Development

Communication and Language

Physical Development

We use these areas as a base to provide learning and to assess, ensuring each child is progressing well. A statutory assessment will take place at aged two with your child's key person alongside each parent.

Play & Learning Activities in the 3-4's

The children are encouraged to flow freely between classes throughout the day, enabling them to mix with all the children and experience different activities during their session.

Role play



We have a themed role play area each half term adapted to children's interests.



There's limitless building with: Wooden blocks, play bricks, people and loose parts.



Construction & Small World



Fine motor development

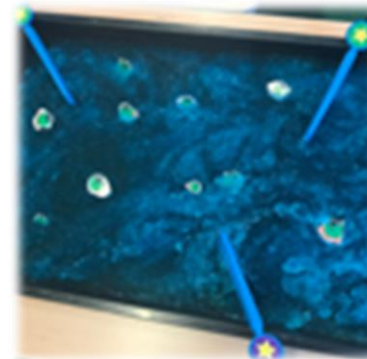


Playdough, tweezers, threading and other activities to build your finger muscles.



Maths

Counting, adding, number formation, shapes, matching numeral to quantity, sorting.

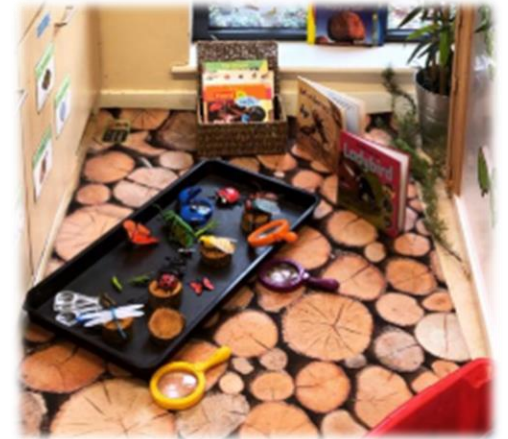


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Phonics



We have lots of phonics:
Building CVC words,
matching initial/ end
sounds etc.



Looking at Books



We have lots of books
to choose from and
resources linked to
our weekly story.



Creative Play

Painting, collage, junk
modelling, colouring and
cooking!



Outdoor Play & Learning

We have free-flow access to the garden area and access outside in every session.

Responsible Ladybirds and Respectful

Butterflies have their own outdoor areas, as well as access to the main garden, and

Honest Bumblebees access the main garden

directly.



Story Time

We think it is very important to read with the children daily. As part of the routine, we have a story and singing session to develop language and comprehension, personal and social skills and a love for books. Books are also on offer for the children to always access during the free flow play sessions.



Rhyme Time

At nursery we will be singing and learning lots of new nursery rhymes. At home you can start by singing simple nursery rhymes such as 'Twinkle twinkle little star' or 'The wheels on the bus.'



Bringing Toys from Home

We understand that children have lots of special toys and they like to share them with their friends. Toys can be lost or damaged, so **we don't allow toys to be brought from home to nursery.**

Because we realise children like to share their things we have regular **'Show & Tell'** circle times where children are invited to bring something special to them to show the group which supports language development.



Buggy, Scooter & Bike Storage

BIKES, BUGGIES & SCOOTERS ARE LEFT AT PARENT'S OWN RISK.

We have storage shelters located in the nursery playground and by Ladybird gate.

Buggy storage is for use by **day care parents only** whose children stay all day at nursery.

Buggies MUST be folded down.

Bikes and scooters can also be kept here for the children to collect when they leave.

Ladybird class should leave them in the shelter by their gate.

Bumblebee & Butterfly classes must use the shelter in the nursery playground.



Self-Registration



To support children in beginning to recognise their name and picture we have self-registration.

When your child arrives, please encourage them to find their picture and place it on the wall to indicate that they have arrived for the session!



Coat Pegs

Every child is given a peg with their picture to store their coat and bag. This allows them to independently get their things.

Water Bottles

We encourage parents to purchase a water bottle for their child which can be kept in the classroom. We encourage the children to access their water bottle independently and help themselves to water throughout the session.

Please only fill your child's bottle with water. We don't allow any juice or fizzy drinks.



Nursery Menu

We believe that nutrition and a **balanced diet** is very important, so we provide a balanced three weekly menu which is adjusted to meet the needs of our youngest children.

For full day care, we provide a **healthy** breakfast, snacks, as well as a **healthy** lunch and tea throughout the day.

Sessional children have a snack at snack time.

We provide water throughout the day, including during snack and mealtimes.



Dietary Needs

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Key Person

All nursery children will be allocated a practitioner as a key person.

They will support with the settling and transition processes, as well as make assessments of your child while they are in the 3-4's.

You can speak to the key person, room lead or any member of the leadership team, at any time about your child's learning and development.

3-4's Daily Routine

This is what a typical session looks like..

8:40am/12:40pm Doors open - free flow and self-registration

9:00am/1:00pm Register, welcome song, nursery rhyme

9:15am/1:15pm Free flow (self-selection)

9:30am/1:30pm Indoor free flow between rooms

10am/2pm Open garden door

10:50am/2:50pm Tidy up time

11am/3pm Carpet session, story

11:20am/3:20pm Children get ready for lunch time/home time routine

11:30am/3:30pm Lunch time/teatime day care children/home time



Wipes

Parents and carers are asked to provide a labelled pack of wipes in their child's bag.

This is in case needed for changing or cleaning during the session.

Intimate Care

We have an Intimate Care Policy in place at the nursery and this forms part of our safeguarding procedures.

Children will always be changed in a designated safe and private area.

We will always ensure the child's dignity and provide gentle care whilst making the process a playful experience.

Safeguarding

We have a duty of care to make sure all children are safe at nursery.

You will see a variety of procedures in place to ensure children's safety.

We address parent safeguarding and welfare concerns we may have immediately working with our Safeguarding team.

It is our aim for children to feel safe, secure and listened to at nursery.



School Uniform

All nursery children wear a school uniform which we will give details about when your child starts.

They must wear their uniform for nursery unless it is a planned non-uniform day.



Spare Clothes

Please bring a **labelled bag** for each session, with at least one change of clothes trousers, top and underwear, and a pair of shoes in case they get wet, dirty or soiled.

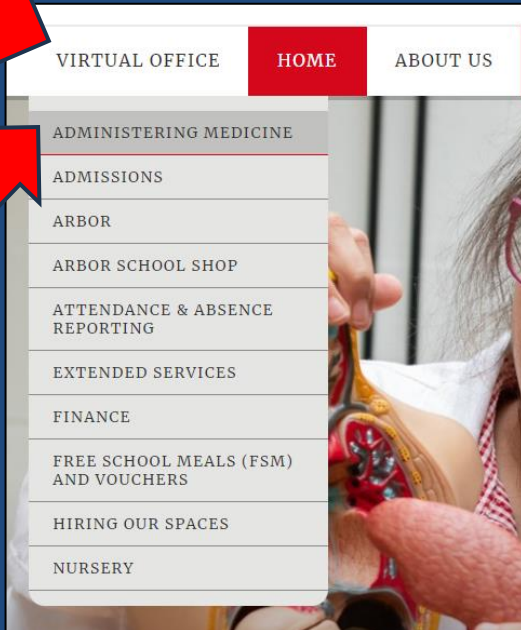


Administering Medicine

We can administer medication that is prescribed by a GP.

A senior member of staff will administer the medication witnessed by another practitioner.

You **MUST** complete the form online on the **Virtual Office**, so that we have the information we need. Medication can be stored at nursery.



www.woodsiderimaryacademy.com

Sickness Policy

We have a nursery sickness policy which is updated regularly.

We will share this with you, but some important points to be aware of are...

If your child has a high temperature they **MUST NOT** come to nursery. If they have taken Calpol they **MUST** stay away from nursery for **24 hours**.

If your child has sickness or diarrhoea they **MUST NOT** attend nursery for **48 hours**.

If your child is taking antibiotics, they **WILL NOT** be able to come to nursery for the first **24 hours**. We can administer them if they are prescribed.

All illness needs to be reported to the **Virtual Office on the school website**.



MORE INFORMATION CAN BE FOUND IN THE NURSERY SICKNESS POLICY.

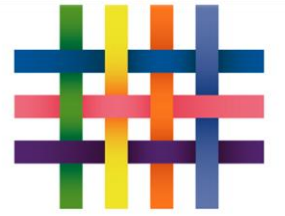
Arbor App

Arbor is our school data system and is used to book nursery and school events and pay for lunch meals as your child progresses through the school.

When your child starts, you can download the Arbor app and ask the nursery office to send you an e-mail link.



Tapestry App



TAPESTRY
ONLINE LEARNING
JOURNAL

We assess the children using the Tapestry App.

Parents are encouraged to contribute to their child's learning from home via the 'Tapestry App'. Parents can add videos, photographs and work samples to their child's online learning journey.

The nursery team use the 'Tapestry App' to create a time map of each child's learning journey by gathering children's work samples through:

Photographs, video recordings and written observation notes of the children to support planning for each child's next steps and learning, interests.

The learning journey and the team's observations are used to assess each child's progress while in the Early Years at Woodside. Parents can comment on what is uploaded by the staff team.

You can download the app and we will send you a link to set up an account. All of your child's observations of their learning, as well as photos, will be updated regularly using the Tapestry online application.

We also use this app to update you about your child's daily care needs through the care diary section.



Settling Information for the 3-4's

Day Care Settling Week

We have a one-week settling in period which builds to allow the child to see a whole nursery day.

Monday 1 hour 9:15am-10:15am with snack

Tuesday 2 hours 9:15-11:15 with snack

Wednesday 4.5 hours 8:00am-12:30pm with breakfast, snack and lunch

Thursday 8.5 hours 8:00am-4:30pm with breakfast, snack, lunch and tea

Friday 10 hours 8-6 with breakfast, snack, lunch & tea

We support all children individually to settle & you will support your child alongside their key person.

This week can be adjusted to suit needs and requirements; also, if a child is struggling with settling, we can extend further.

Sessional Settling Week

All sessional children will settle in either in the morning or afternoon depending on the regular sessions they do and will have a 2-week settling period.

SETTLING WEEK 1

The sessions are set up as follows:

Session 1 9:15am - 10:15am / 1:15pm - 2:15pm

Session 2 9:15am - 10:15am / 1:15pm - 2:15pm

Session 3 9:15am - 10:15am / 1:15pm - 2:15pm

Session 4 9:15am - 10:45am / 1:15pm - 2:45pm

Session 5 9:15am - 10:45am / 1:15pm - 2:45pm

SETTLING WEEK 2

The sessions are set up as follows:

Session 1 9:15am - 10:45am / 1:15pm - 2:45pm

Session 2 8:30am - 11:00am / 12:30pm - 3:00pm

Session 3 8:30am - 11:00am / 12:30pm - 3:00pm

Session 4 8:30am - 11:30am / 12:30pm - 3:30pm

Session 5 8:30am - 11:30am / 12:30pm - 3:30pm



Contact Us

Nursery Direct Line

020 3839 4971

Nursery Enquiries

nursery@woodside-academy.org

Arriving at Nursery

The entrance is the gate opposite Tesco on Wood Street.

Access for Ladybird class is to the right of the main entrance.

Access to Butterfly class and Bumblebee class is to the left of the main entrance.



Reporting Absences

We expect nursery children to have attendance of **90%**.

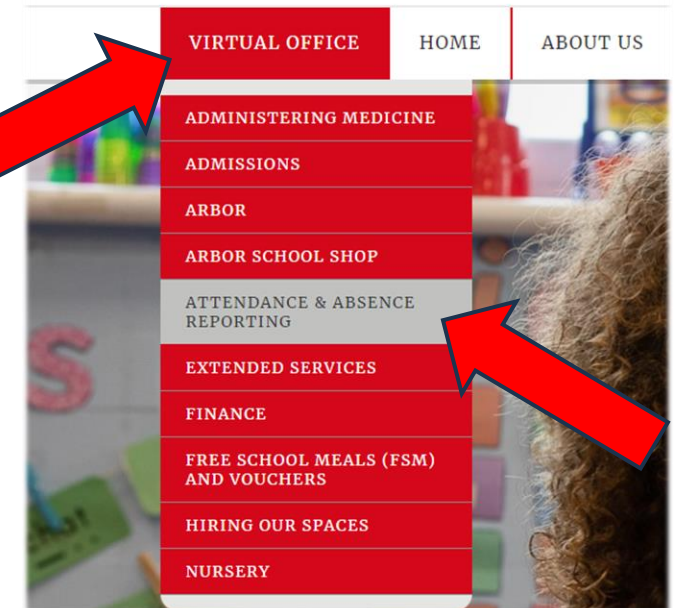
Your child should **regularly attend their session unless they are unwell.**

To report absences, you need to visit our website and use the **Virtual Office.**

www.woodsiderimaryacademy.com

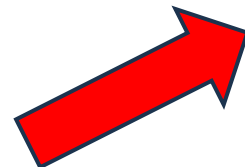


Woodside Primary Academy



Woodside Website

www.woodsiderimaryacademy.com



You can find lots of key information about the school on our website.

We also use this for absence reporting and to complete medication forms.



The nursery section of the website has all the information you will need about the nursery including key dates, fee information, and nursery policies.