



Horden Nursery School

Parents Information Booklet



Welcome

Hello and welcome to Horden Nursery School, we are really looking forward to your child starting nursery with us. It is really important that nursery is a happy experience for you and your child, as it is often the first time your child will have been away from their home and their family. Our aim is to provide the children with a safe, happy and caring environment, alongside the highest quality education whilst ensuring that your child has lots of fun while they play and learn.

Anything that concerns you or your child is important to us. Our door is always open and any concerns or questions can be discussed with any member of staff.

Starting Nursery

Once your child is ready to start nursery and has accepted their nursery place we will contact you to arrange some visiting sessions.

The first visit to nursery is an hour long and is a chance for you and your child to meet the staff and have a look around the environment. You are required to stay with your child during this visit.

The children will then be offered a series of visits to nursery, where they can build up the time they stay each session.

It is important to make sure that your child is happy and settled in nursery.

Don't worry if your child takes a long time to settle, all children are different. If you are worried, the nursery staff are always there to talk to and will work alongside you during the visits, to help make sure your child is happy.



Our Vision

At Horden Nursery School our vision is to create a happy and friendly environment where all children feel safe, secure and valued. Alongside our experienced and caring team of staff, children are encouraged to follow their own interests and develop their thinking and independence, in an environment which supports creativity, curiosity and imagination.

Children are offered a wide range of exciting experiences and are supported to make their own decisions, take risks and understand the world around them.

We strive to build upon each child's individual home experiences through trusting and supportive relationships, ensuring diversity is celebrated and everyone is valued.



Our Aims

- To have fun playing and learning together.
- To offer children an exciting and carefully structured curriculum, following the principles of the Early Years Foundation Stage Framework, which enables the children to develop their own interests and plan and initiate their own learning.
- To develop positive and supportive relationships with parents and families, ensuring every opportunity for all children to develop to their full potential.
- To value and celebrate the richness of diversity through an understanding that all children and families are unique.
- To nurture and develop children's creativity and curiosity, giving them time to develop their own ideas.
- To create a stimulating and challenging environment which engages children's interests and promotes independence.

Child Protection & Safeguarding

Horden Nursery School is committed to promoting the welfare and the safeguarding of all children, we regard the safeguarding of children as our main priority and believe that we all have the right to be happy, to be safe and to learn.

We all have the responsibility to make this happen. We expect all staff, parents and volunteers to share this commitment. The school follows Durham Local Safeguarding guidelines and has a whole school policy for Child Protection and safeguarding.

We are all responsible for ensuring that each child remains safe, however the Designated Lead for Safeguarding in nursery is Natalie Parkinson and the Deputy Designated Lead for Safeguarding is Lindsey Johnson.

Policies are available online on our school website www.hordennursery.durhamsch.uk and are available as a paper copy on request.

Collecting your child from nursery

Please make sure that an adult always brings and collects your child– this must be someone over the age of 16. If a different adult is collecting your child, please inform a member of staff as we do not allow children to leave nursery with adults who we do not know.

You will be asked for a security password, which enables the safety of your child, as part of the admission pack. Any different adult collecting your child will be asked for this password.



Meet The Staff

Natalie Parkinson – Head Teacher, SENCO, Designated Child Protection Lead
Lindsey Johnson – Assistant Head Teacher, Deputy Designated Child Protection Lead
Linda Boyes (P/T)
Michelle Charters
Samantha Greener (P/T)
Gemma Ferguson
Jenny Young
Laura Johnston
Amy Williams
Charlotte Beston
Sabrina Neilson
Stephanie Humphries
Julie Dean

Lunchtime supervisors
Andrea Darville

School Secretaries
Christine Bates and Fiona Billinge

Caretaker
Tony Seed

Our Governors

Governors work closely with head teachers, school staff and representatives from the local authority (LA).

The School Governors meet at least once a term and make decisions about how the school is run. They have legal duties, powers and responsibilities. As a group they are formed from parents, teachers, Local Authority representatives, community representatives and Horden Parish Council representatives.

How To Become A School Governor

If you require further information on the roles and responsibilities of School Governors or you are interested in becoming one, visit the [Durham County Council](#) website School Governor section.



Hello Everyone,
I'm Natalie and I am the Head Teacher at Horden Nursery School. Although I spend time in the office, I also love to be with the children. One of my favourite times of the day, is opening the door to welcome all of the families and children. I love to see everyone's happy faces.
At home, I live with my husband Iain and my two children, Ben and Abbie. We like to go on walks and really enjoy spending time with our friends and family.

My Name is Lindsey and I am the Assistant Head Teacher at Horden Nursery School. At nursery I like to spend time with the children in the workshop area- creating with clay, wire and paint.

My favourite stories to read are The Gruffalo by Julia Donaldson and 'The Tiger who came to Tea' by Judith Kerr. I live at home with my husband Chris and my little girl Sadie. We like to spend lots of time together, reading stories and going on lovely walks along Seaburn beach.



Hello Everyone,
I am Linda and I am a Nursery Practitioner at Horden Nursery School and I work every morning.
I enjoy working with the children in messy activities and exploring ways of making marks.
At home I like to take my 2 dogs for a walk and I also spend lots of time taking care of my horse Copper.

Hello Everyone,
My name is Sam and I am a Nursery Practitioner at Horden Nursery School. At nursery I like cooking in the mud kitchen, playing in the sand with the water and enjoy making dens to hide in.
I live at home with my husband and two girls. We like to go on walks down the dene and enjoy trips to the beach to look for sea glass and stones.





My Name is Michelle and I am a Nursery practitioner at Horden Nursery School. My favourite place to be at nursery is outdoors in the garden, building dens and hunting for bugs with my friends.

At home I love spending time with my family, baking and going on adventures down the Dene with my dog Ernie.

Hello Everyone,

I'm Gemma and I am a Nursery practitioner at Horden Nursery School. I like to work in the building area with my friends, creating tall structures and towers. I love to read stories and my favourite book is The Very Hungry Caterpillar.

I live with my fiancé Scott and my little boy Harry. We love to spend time in the garden playing football or visiting the seaside and having fish and chips and ice cream.



Hello Everyone,

My name is Steph and I am a Nursery Practitioner at Horden Nursery School. I love to get messy, creating pictures with the paints and glue. I also like to sing and dance and my Favourite are the songs from 'Tiny Tweeties.'

I live with my fiancé, my son Ryan and my dog Ben. We like to take Ben on long walks through the local woods and have adventures. We also like to play football in the garden.

My name is Jenny and I'm a Nursery Practitioner at Horden Nursery School.

At Nursery, my favourite place to be is outside, growing things in the garden and foraging for natural objects to get creative with!

At home I also like to be outside as much as possible. My favourite place is the beach and I love to walk there with my children and my two dogs. I also like to bake, read





My Name is Amy and I am a Nursery Practitioner at Horden Nursery School. Working with children has always been my passion and I love to support and give them lovely play experiences during their time at Nursery. I like to get messy , dance and sing with the children. Seeing the children flourish through being happy and having fun is what I enjoy the most. I live with my nine year old son Archie .We spent a lot of time together doing lots of fun things, such as going to the beach, going out for walks and bikes rides and baking yummy cakes together. In my spare time I enjoy going to the gym and spending time with my family and friends. I also love to eat out and go to the cinema.

Hello Everyone,

My name is Charlie and I am a Nursery Practitioner at nursery. I have been at Horden Nursery school for almost 2 years and I have loved every second. Being able to help and watch young children to grow and develop has always been a huge passion of mine.

I live at home with my little girl Jasmine who is almost 6.

I absolutely love spending time with her when I'm not working. We get up to lots of fun and exciting adventures together such as: day trips out to park, farm and zoo. We also do lots of baking and crafts together at home.



Hello everyone, I'm Laura and I'm a Nursery Practitioner working with the children here at Horden Nursery school. I love to play with the playdough, moulding it and creating things with it . I also love singing nursery rhymes and reading stories. My favourite story is 'Monkey Puzzle.'

I live at home with my husband Colin and our two boys Louie and Jude. We love to play games together and spend lots of time outside.

We especially enjoy visiting our local beach, where we like to build sandcastles, find shells and throw stones in the sea , before having an ice cream treat!



Hello Everyone,

My name is Julie and I am a Nursery Practitioner at Horden Nursery School, supporting individual children with daily activities and routines.

At nursery I like to play with the children in the sand area building sandcastles and making cupcakes. I also love to read stories with the children and sing songs with them too.

My favourite song is The Wheels on the Bus.

At home I live with my husband, my four grown up children and my dog Alfie. He's a black and white Cocker Spaniel. I like to take Alfie for long walks along the beach and in the countryside. I also like to read books and bake cakes.

Chocolate cake is my favourite!

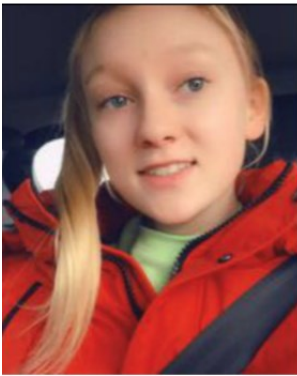
Hi I'm Fiona and I work in the office, you'll see me on a Monday, Tuesday and Wednesday. If you have any **questions regarding your child's nursery place, need to order any uniform or help with any payments.** Please call in and see us.

Sometimes in the office we get little friends coming to visit us who are curious and like to come and explore but soon realise the office is not as exciting as the toys in nursery, so **don't stay long!**

When I am not in nursery, I like to spend time outdoors with my family. I spend my weekends watching my son play football, going on long walks, going out for runs and having fun!

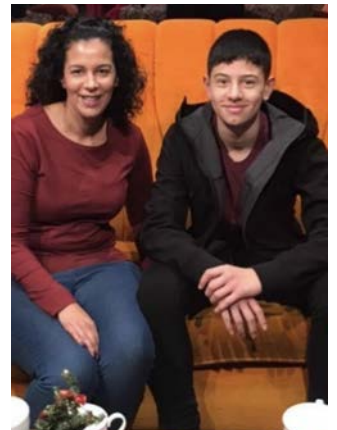


Hello, my name is Christine and I work in the office which is at the front of the school. I love waving to the children as they pass my window going into nursery. I live at home with my son, Michael, and our little dog called Echo who always makes us laugh. She loves playing chase, and hide and seek in our garden and often has a dirty face and paws from burying her bones in the soil!



Hi, my name is Rebecca and I am doing an apprenticeship at Horden nursery school. I have completed my Level 2 childcare and while doing my apprenticeship I am also completing my level 3 childcare course. I like to play with the children in the garden and in the sandpit, making sandcastles. I live at home with my mam, dad and sister. When I am at home, I love to help my sister with her homework and I love to play games with my family.

Hello my name is Sabrina and I'm a Nursery Practitioner at Horden Nursery School. I like to play with the play dough and draw pictures at nursery. I like to go outside and enjoy making sandcastles in the sandpit. I also like to visit the gravel pit. I live with my son who is called Kaiden and we like to go to the cinema and go out for meals together.



Hello, My name is Janine and I am a lunchtime supervisor and Nursery Assistant at Horden Nursery School. At home I have a husband and 3 little girls, We love spending time together as a family and going out for family days out to parks and the seaside. I also have a beagle dog called Lacey, who we take for nice long walks after school each day.

Children's Key Person Groups

At Horden Nursery School we operate a Key Person system. When the children begin nursery they will be allocated a 'key person' and although all of the nursery staff will work with your child, their key person will be responsible for recording, planning and assessing the children in their key worker group.

All children will spend time with their key person and the children in their key group everyday, which provides opportunities for them to develop special friendships and relationships between children and staff.

If you wish to discuss anything with your child's key person they will be available at the beginning of the session when you drop your child off at nursery and when you collect them from nursery at the end of the session.

Your child's time with their key worker at the beginning of the session is very important for their learning and development. Please ensure that your children arrive at nursery on time. We also ask that you arrive on time to collect your child. If you are unexpectedly delayed please contact the Nursery and inform a member of staff.



Nursery sessions

All children aged 3 and 4 are able to attend nursery free for 15 hours per week. This entitlement can be taken flexibly across mornings, afternoons or full days, depending on availability of sessions.

- Morning nursery session – 8.45 to 11.45 am
- Afternoon nursery session – 12.30 to 3.30 pm
- Full day sessions- 8.45-3.30pm

30 Hour Entitlement

At Horden Nursery School we offer places for children who are entitled to 30 hours free education and care. Children are able to attend between 8:45am-3:0pm. Lunch time is included within the 30 hours session and children are required to bring a packed lunch.

If you require any further information around 30 hours free childcare or you think you may be entitled to a free place, please visit the following link or speak to a member of staff <https://www.childcarechoices.gov.uk/>

Extended Days

To meet the needs of our children and families, we are able to offer a range of extended services. (during term time only) If you require your child to attend nursery for any additional sessions, please speak to a member of staff. Please note that additional sessions will be charged at £12 per session and availability will depend on numbers of children.

Breakfast & Early Drop Off: 8.00-8.45 am

We offer a breakfast club from 8 am. Children will be offered a selection of cereal, toast and a drink. This facility will be charged at £1.50. Breakfast club is run by members of our nursery staff.

Lunch: 11.45 to 12.30

Children are able to stay for their lunch at nursery at a cost of £3.00. We employ 2 lunchtime supervisors, who support the children across the lunchtime period. As we do not have the facilities to offer cooked meals or heat food, all children are required to bring a packed lunch. Please see our packed lunch policy for information on healthy packed lunches.

Our School uniform

It is not compulsory for the children at nursery to wear a school uniform, however if you choose to, we have a selection of items which parents can choose to buy. Nursery jumpers, cardigans and coats can be purchased from the school office at the following cost.

- Jumpers – £8
- Cardigans – £9
- Coats – £20

We ask that all children come to nursery in sensible clothing, appropriate for weather conditions as the children will have access to the outdoors all year round. Please ensure your child's clothes are labelled, as many children choose to wear school uniform and as you can appreciate, with so many children, it can often be difficult to find lost items.

Jewellery

We request that all jewellery is left at home as it is very easily lost and broken and can be very dangerous when children are climbing and playing. Staff can not be responsible for any for any jewellery at nursery. We recommend that earrings are not to be worn.

Medical matters

Staff are able to administer prescribed medication to children who need it during their session at nursery. We have policies around the administering of medication, which are available on request.

If you require your child to have medication at nursery, you will be asked to complete our medical forms.

Please hand medication to Lindsey Johnson or Gemma Ferguson, who will complete the paperwork with you.

Medication must be labelled with the child's name and with the dosage required.

Please do not leave medication in your child's bag.

If your child requires regular medication, such as an inhaler, separate permission forms are required. Please see a member of staff for details.

Our 2 year olds

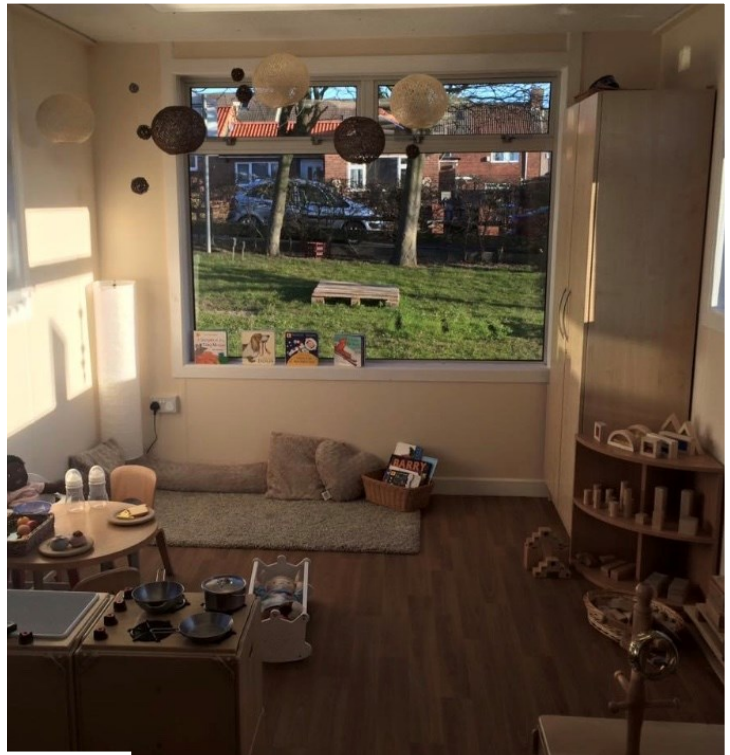


In the Summer holidays of 2015 our extension on the nursery was completed to create a room for our 2 year old children. Since this building was completed we have worked really hard to create a beautiful environment for our youngest learners. We currently offer spaces for 2 year places on both morning and afternoon sessions for 2 year old's who are eligible for the government funded 2 year old play and learn sessions.

If you think that you may be eligible for a funded place there are a number of ways to check. You are able to call in to the school office to collect a 'free play and learn for 2 year old's' form and apply to the Local Authority. It is also possible to find out more information on [Durham Families Information Service](#).

We offer paid childcare sessions for children who are not eligible for a government funded place. These sessions are charged at £12 and can be flexible to meet the needs of children and their families.

Our 2 year old environment





Our 3 and 4 year old's



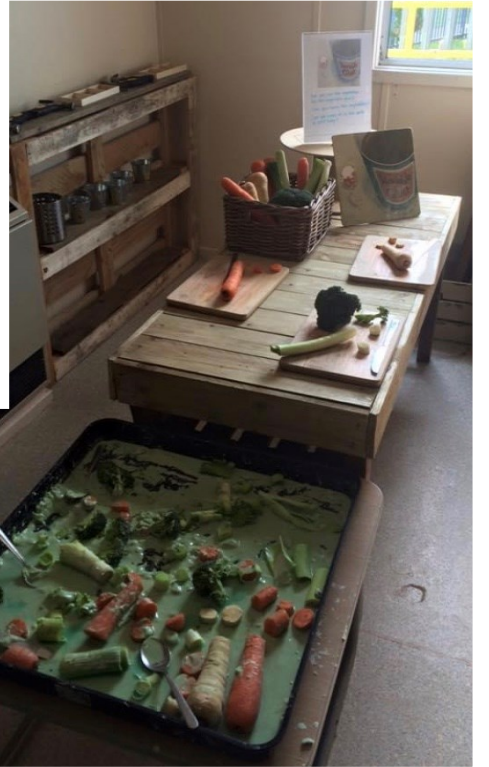
Horden Nursery School is an educational nursery school and is part of Durham Education Authority. Children are eligible to start nursery the term after their third birthday. All 3 year old children are entitled to a free 15 hour place and where parents are eligible– children will be able to access an additional 15 hours. We follow Durham Education Authority Admission Policy and ask parents to place their child's name on the waiting list in the year in which your child has their second birthday.

Nursery places will be allocated on a termly basis and you will be informed by either a telephone call or a letter when your child is due to start nursery.

Our Environment

During their session the children will have free play across both the indoor and outdoor environment. Within our environment we use lots of natural resources, that are open ended, such as pipes, reels, blocks and crates. These help the children to develop their thinking and imagination. We are very proud of our environment and work very hard to set exciting and beautiful spaces for the children to play.







Our Curriculum

At our nursery we follow the Early Years Foundation Stage. This is a statutory framework that sets the standards that all early years providers must meet to ensure that the children in their care learn and develop well, stay safe and are kept healthy.

The EYFS promotes partnership working between practitioners and families to ensure the best start possible for children. It seeks to make sure that every child makes good progress and has the opportunity to gain a secure foundation through learning and development opportunities. These opportunities and experiences must take into account individual children's needs and interests.

Playing and Learning

During nursery sessions, children will take part in a mixture of their own self initiated play, small group activities and adult led activities.

Our staff are highly skilled in planning and delivering activities for your child, which provide them with the skills they need and develop their learning.

Children's learning is taken forward through staffs observations of children's interests.



Principles of the EYFS

The Early Years Foundation Stage is based upon four principles-

A Unique Child

At Horden Nursery School we recognise that every child is a competent learner who can be resilient, capable, confident and self-assured. We recognise that children develop in individual ways, at varying rates. Children's attitudes to learning are influenced by feedback from others; we use praise and encouragement to develop a positive attitude to learning.



Positive Relationships

We understand that children learn to be strong and independent from secure relationships. We aim to develop caring, respectful, professional relationships with the children and their families. Children need to develop their skills to work together and understand each other's needs. Our Key Persons play a large part in building relationships with children and families and to ensure that all adults work together.



Enabling Environments

We know that the environment plays a key role in supporting and extending the children's development. The nursery is organised to allow children to explore and learn securely and safely. There are areas where the children can be active, or restful. Children are supported to develop skills to find and use resources independently. The nursery has its own enclosed outdoor area. Being outdoors offers opportunities for doing things in different ways on a larger scale. It offers the children opportunities to explore, use their senses and be physical and active. We plan activities and resources for the children to access outdoors that help them to develop in all 7 areas of learning. We access the extended environment to promote overall wellbeing and learning.



Learning and Development

At Horden Nursery School we recognise that children learn and develop in different ways and at different rates. We value all areas of learning and development equally and understand that they are interconnected. Children learn best through physical and mental challenges. Active learning involves people, objects, ideas and events that engage and involve children for sustained periods. Active learning occurs when children are motivated and interested and have some independence and control over their learning. As children develop in confidence they learn to make decisions and become independent learners.



Early Years Foundation Stage

The Early Years Foundation Stage is made up of seven areas of learning; there are three Prime Areas and four Specific Areas.

The Three Prime Areas are:-

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

The Four Specific Areas are:-

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

At Horden Nursery School, we follow the Early Years Foundation Stage guidance. All areas of learning are delivered through a balance of adult led and child initiated activities. Staff observe children closely to identify their interests and fascinations. Our staff are highly skilled in planning and delivering fun activities, following the children's interests, which provide them with the skills that they need for their overall development.

To obtain more information on the Early Years Foundation Stage you could go to:

<https://foundationyears.org.uk/eyfs-statutory-framework/>

<https://www.gov.uk/early-years-foundation-stage>



Personal, Social and Emotional Development

We support children in creating relationships and making friends. We help them to have a positive sense of themselves, develop respect for others and manage their feelings and behaviour. Together we encourage children to have confidence in themselves and their abilities.



Communication and Language

Within our nursery children have the opportunity to experience a rich language environment. Nursery staff have a good understanding of speech and language development and support children in developing their confidence to express themselves. We help them to gain the skills to speak to others and listen with increasing attention.



Physical Development

We provide opportunities for children to be active and develop their co-ordination, movement and control. We support them in negotiating space and handling tools effectively. At nursery we help children to understand the importance of health, physical exercise and staying safe.



Literacy

Books and stories are a very important part of our curriculum. By providing children with access to a wide range of reading materials linked to their interests, they develop a love of reading. At nursery we provide opportunities that encourage children to link sounds and letters to support them in the process of learning to read and write.



Mathematics

We provide children with opportunities and experiences that develop their skills in counting, understanding and using numbers. We encourage them to solve problems, including those that include addition and subtraction. In nursery we support children in using everyday language to talk about and describe shapes, spaces and measures.



Understanding the World

We support children in making sense of their physical world and their community. In nursery we provide opportunities to explore, observe and find out about people, places, technology and the environment.



Expressive Arts and Design

Children in nursery have the opportunity to explore and play with a wide range of media and materials. Opportunities are provided and encouraged for children to share their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.



Characteristics of Effective Teaching and Learning

When we plan and think about the children's activities and experiences, we reflect on the different ways that children learn and how this can be developed and extended. We believe that children learn best when:

- They play and explore- investigating and experiencing things and showing the ability to 'have a go'.
- They are actively learning- concentrating and persevering when they encounter difficulties.
- They create and think critically- developing their own ideas, making links in their learning and develop strategies for doing things

Phonics and Reading Programme- Letters and Sounds

At Horden Nursery School we have adopted the Letters and Sounds programme for the teaching of reading and phonics. During their time at nursery the children will take part in a range of fun and exciting activities to help them build their phonological awareness, language and give them the skills they need to begin to read words. Please see our website for more information on Letters and Sounds.



Learning Journals

During your child's time at nursery we will keep a record of their progress in their own online journal, via the Learning Journals App. Their online journal will contain observations from all of the staff who have been working with your child and will capture the special moments, achievements and significant points of learning.

We will only document learning which we feel is significant for the child in order to reduce the amount of time spent completing paperwork, enabling us to spend more time with the children.

This system enables you to access and comment on your child's ongoing progress in learning. Parents and carers can access their child's profile from home online. You are also able to add learning stories from home to your child's profile.



Assessment

This year at nursery, we have chosen to adopt an assessment system called 'Observations of Play And Learning' (OPAL)

We feel that OPAL, will allow us to work very closely with all of our children, to really understand their play, follow their interests and ideas and provide effective next steps for their learning.

Each child will receive a settling in observation and 2 further assessments throughout the year, at 6 monthly intervals. Parents will be able to view these assessments through the Learning Journals App and will then be invited to share this with nursery staff.

Please see the 'OPAL Parent Guide' on our website for further information.

Please remember that if you have any questions or concerns about your child's development during their time at nursery, we are always here to help.

Drop off and collection arrangements

Children enter nursery through the 3-4 year old children's entrance around the side of the nursery building or through our 2-3 year old entrance. Parents are asked to wait with their child until a member of staff opens the door. The children will have their own peg in the cloakroom, labelled with their picture, where they are able to hang their coat and bag. A member of the nursery team will be at each entrance to greet you. If you need to collect your child at an earlier time or have an appointment, please inform a member of staff and come to the main entrance to collect them.

Photographs and social networking

We use lots of photographs in nursery for displays, documentation, evidence files, LA publicity, students work and work with other schools. Before your child begins nursery you will be asked to sign a consent form to give permission for photographs of your child to be used.

Packed lunches

We are unable to offer a cooked meal or reheat food at lunchtimes. Children who stay for lunch are therefore required to bring a healthy packed lunch with them. Please see our website for our packed lunch policy and guidance on healthy packed lunches.

Absence

If your child is unwell and unable to attend their nursery session, please inform us as soon as possible on 0191 5865415.

Sun cream

On warm days, please ensure that your child wears appropriate clothing and brings a sunhat with them to wear outside. Please also ensure that you apply sun cream to your child before they come to nursery. If your child stays across a full session, staff will reapply the sun cream throughout the day. A consent form for staff to apply sun cream must be signed as part of the admission pack.

Toilet /nappy changing

If your child is learning to use the toilet independently or is still in nappies, please make sure that they bring a bag with a change of clothes and spare nappies/wipes, each day.

Snack fund

We ask all children to pay £1 each week to cover the cost of children's snacks and baking ingredients. Please pay this every Monday to your child's Key Person.

Parents comments

Here are some of the lovely comments from the families and parents who's children have attended Horden Nursery.

"I love everything about this nursery. Staff are friendly and do their best for all children. They treat them with respect and teach them how to respect others. It is a fantastic environment and always has a happy and welcoming feel. My children excelled here and were more than ready for infant school when they left."

"All of the staff are fantastic and I couldn't have wished for a better set of people to set them off on their educational journey. Thank you for caring for them in a way that made me feel at ease leaving them with you."

"This is an amazing nursery with the most wonderful people who truly care about the children they look after and teach. I will cherish the memories from my daughters time at Horden Nursery School."

"Amazing friendly staff that always go that extra mile. Not just there for the children but they are there for the whole family."

"The last 5 years being involved with this nursery have been AMAZING. The staff are excellent and make the children feel like they are so special. They put so much into every single child and care for them like their own. They have nurtured and developed both of my boys and helped mould them into the funny caring and inquisitive children they are. I honestly can't thank you all enough. Best Nursery by far!"

Contact us-

Head Teacher- Natalie Parkinson

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SR8 4TB

Telephone number- 0191 5865415

Email-hordennursery@durhamlearning.net

