Starting Elephants Nursery

January 2027



Dear Parents/Carers,

Welcome to Elephants class at Cranmere Nursery.

We are pleased and excited that you have chosen to send your child to our Nursery and begin their learning experiences in our school environment. I hope this booklet will help you to settle your child into our Nursery and answer some of your questions. If there is anything not covered in this booklet please feel free to ask questions.

We encourage our families to talk about starting Nursery with your child so that he/she knows what to expect and look forward to. Let them know that it is a friendly place and that they will have lots of fun. Talk to them about the many activities that they will be joining in with, such as singing, building, dressing up, making lots of different things as well as drawing and music making to name but a few.

Please ask as many questions as you like so that you can help your child prepare for joining us. We believe that if you are happy with our Nursery then that will help your child to be happy too.

We look forward to working with you and your child.

Kind regards,

Kathryn Lardner
Early Years Leader

STAFF

Mrs Butt and Miss Morgan are the Nursery Class teachers. They are supported by a highly qualified and experienced Nursery team.

SETTLING IN

We understand that settling into Nursery is an important time for young children and their families. For some children this will be the first time they may have been left with another person and often the first time they have been left in a larger environment. We aim to make this process as smooth as possible. All children and families are unique and as such their individual needs are taken into account throughout the settling in process. Through discussion with you and the Nursery staff, individual arrangements are agreed for each child. We hope that by working with parents/carers we can provide the best possible start from your child's entry into Nursery, laying firm foundations for the future.



OUR SESSION TIMES



Indian Elephants class (first half of the week): 9.00 am until 3.00pm on Monday and Tuesday and 8.45am until 11.45am on Wednesday.

African Forest Elephants class (second half of the week): 12.15pm until 3.15pm on Wednesday and 9.00 am until 3.00pm on Thursday and Friday.

A member of the Nursery staff team will be at the door on entry and collection to welcome you and your child. It is important to arrive and collect on time. If you will be unavoidably late picking up – please telephone our school office so that we know and can explain this to your child.



If someone other than yourself or a regular person that we have not met before is picking up, then you **must** email or phone the school office. If we are in any doubt, we will not send the child home until we have phoned you or your emergency contact.

WRAP AROUND CARE

We are very excited to be able to continue with our extended hours in Nursery through our Dragonflies wraparound care. Parents will be able to pay for an earlier start or a later finish, if they wish to do so. The offer is as follows:

- Start time from 7:15am (instead of the usual 9am start time)
- Collection up until 6:15pm (instead of the usual 3pm collection time) You can book in for a regular slot each day/week or ad-hoc sessions as you need them (although we do ask you to do this at least 48 hours in advance).

If you wish to sign up to this service we have a booking and payment system (called ScoPay) which we can give you access to. You can also use childcare vouchers to pay for these sessions, if you advise us in advance.



LUNCHTIME

Lunchtime, on the days when your child stays all day, will be at 11.30am. The children will help set up the tables for their lunch and sit down to eat together. This is a very social event and we have plates, bowls, cups and cutlery to help make the experience as homely as possible. You can either provide a packed lunch, or the school office can give you details of how to order a school lunch from our provider Stir Food. School lunches include the main meal choice of the day, plus optional salad, freshly made bread and a choice of dessert. If your child is eligible for free school meals then you will not need to make any payment.

Your child should have lunch at home on Wednesdays, unless you have taken up the additional hours offer (see above under 'extra sessions'). Please note we operate a healthy school scheme and we have a number of children who have an allergy to nuts so we respectfully ask that lunch boxes do not contain nuts or chocolate. Whilst it is tempting to give your child a wide choice of snacks and treats in their lunch boxes, we find that children given too much choice are overwhelmed and struggle to eat much of their food. A small sandwich, a piece of fruit or vegetable and possibly a yoghurt are sufficient to provide your child with a nutritious lunch which will see them through to the end of their day at Nursery. If you believe that your child may be eligible for free school meals please speak to the school office because if your application is approved then our catering team can provide a free packed lunch for your child.

OUR DAILY ROUTINE



In the first half term parents can enter Nursery with their child and help them to settle by joining in with the morning routine; The children's first task is to register their name and put their book bag into the book bag box. If your child is settled and you are ready to leave, you can say goodbye and leave your child to play. The Nursery teacher will begin to gather the children together for the start of the day, this is a good time to say your goodbyes.

Once registration has finished, the outdoor area is available for the children to use.
Children are free to explore the Nursery and take part in a variety of activities. During the session, children will have opportunities for a snack and drink which includes water, milk and fruit. We have a fruit café open morning and afternoon so children can choose when they would like their snack. Everyone helps to reset towards the end of the session. Children are encouraged to tidy the area they have been working in. The session finishes with group time.

We may talk about ideas in relation to our topics, singing, or share a story. At the end of the session parents/carers are asked to wait outside the Nursery until staff open the door. The children remain seated until they are collected.

HOW WE LEARN IN NURSERY



We know that children learn best through play and positive interactions. They are encouraged to join in all the activities, to be independent and to make choices. We offer a rich and varied curriculum in a safe but inviting environment. We understand that children develop at their own pace, but with encouragement and opportunity they will reach their full potential. Children learn best when they are happy, safe and secure. The staff are there to guide and teach and they will get to know you and your child well during your time here. Our environment is planned to enable the children to have the opportunity to extend and develop their thinking and learning across all areas of the curriculum. Although the resources in each area tend to reflect a particular curricular area, they are planned together enabling children to consolidate and apply their learning in a way that makes sense to them.

Our lead Nursery teacher will plan specific learning experiences that are appropriate to the needs of the children whilst providing the children with many opportunities to follow their own interests. The Nursery team will work with groups and individuals to meet each child's specific needs. Our environment consists of several areas, with each area offering a different variety of learning experiences for our children. Some of the areas are mark-making, book corner, block and small world play, maths, investigation and role play to name but a few. We also have high specification interactive whiteboards to enhance and extend the

learning opportunities and interests of the children. We have the facilities of the whole school to use and are included in many whole school activities and events.

RECORD KEEPING/PROGRESS UPDATES FOR PARENTS



In order to plan for your child's development, all staff contribute to observations on your child's development. These begin with the information you share with us and are built upon during your child's time with us. We aim to provide parents with regular informal progress updates through the sharing of significant achievements and events in your child's development. Parents receive a formal report on their child's progress at the end of their Nursery year.



CHILDREN'S ILLNESSES



If your child is absent from Nursery then please inform us of the reason and about any infectious illness so that we can inform other parents/carers.

The following procedures apply:

Illness - appropriate action

- **Conjunctivitis:** Please do not bring your child to Nursery if their eyes are 'gunky'. Wait until 24 hours after treatment has been started and they are feeling fully well.
- **Chicken pox:** Please do not bring your child to Nursery until the last spot has Scabbed and they are feeling fully well.
- **Hand, foot and mouth:** Please do not bring your child to Nursery until the last blister has dried up and they are feeling fully well.
- Following a bout of **sickness or diarrhoea**, we ask that you keep your child at home for a full **48 hours after the last episode**.
- If your child is prescribed **antibiotics** for an illness, we would respectfully ask that you do not bring them into Nursery until they have finished the course of antibiotics and are fit and well.

Should your child become ill in Nursery, the school office will contact you as soon as possible so that collection can be arranged. We also use a text message system to contact parents with school information. Please help us to keep contact numbers up-to-date by letting the school office know immediately of any changes to your details regarding contact numbers and addresses, including email addresses. The school is obliged to keep details of a second contact in case of emergencies.

We will not send a child home unless we feel that they are not well enough to cope with their session in Nursery. Whilst we appreciate that when at home, even when unwell children can appear okay, they can present very differently in a busy Nursery environment with up to 25 other children and they may struggle to cope if feeling poorly. If Nursery staff notice that your child is presenting as not coping during the session, it would be unfair to keep them with us.



ACCIDENTS AND ACCIDENT REPORTING

All accidents requiring treatment are recorded in our accident books and you will be informed by a member of the Nursery staff team if any incidents occur. Minor injuries are treated within the Nursery setting and anything more serious such as a head injury will be treated at the school office in line with the

rest of the school. If in our opinion a child requires further medical treatment, we will contact you immediately.

ABSENCE

We ask that you ensure your child makes full and regular use of the place offered to them. If for any reason your child will not be able to attend, for example due to illness, please could you email or telephone to let us know by 8.30am on the day of absence.

SAFETY AND SECURITY

A security system operates in our school and Nursery; please help us maintain a safe and secure environment. All visitors are asked to report to reception to sign in and wear a visitor's badge. If anyone different is picking your child up from Nursery please inform the school office preferably by email at the earliest possible convenience.

INTIMATE CARE OF CHILDREN

During their time at Cranmere Nursery School your child may need intimate care. This will be provided in conjunction with parents (where possible). Staff who provide intimate care to children have a high awareness of child protection issues. This can be when cleaning up a child after they have soiled themselves, or helping them to change clothes when wet. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The team recognise that there is a need to treat all children with respect when intimate care is given and no child would be attended to in a way that causes distress or pain.

TOILET TRAINING

Please do not worry if your child is not completely toilet trained by the time they start Nursery. We do however, ask that they come to school in proper pants (not nappies or pull-ups) as soon as they begin Nursery so that we can support you with their toilet training. This is usually the quickest and most effective way of encouraging proper use of the toilet. Please let us know if your child has a medical condition which prevents them from being toilet trained, as we will work with you and the school nurse to find the best way to manage their care needs. It is preferable that you keep some of your child's own spare underwear in their school bag in case of accidents. Toilet accidents are recorded along with any spare clothing lent. Please ensure that you return spare clothes.

There is more help and guidance available on the following website, and we are happy to give out leaflets if you need them. www.eric.org.uk

SAFEGUARDING

We are fully committed to the safeguarding of each and every pupil in our care and you can find a copy of our Child Protection Policy on our website. The designated Safeguarding Lead (DSL) in Cranmere Primary and Nursery School is the Headteacher, Mr P Gilbert. In his absence the DSLs are: Ms R Cashman (Deputy Headteacher), and Miss Hamilton (Assistant Headteacher). The Nursery has a duty of care to all children to ensure they are safe and free from harm both in school and outside of school. If your child has any accidents or has hurt themselves outside of school please let the teacher know. We are duty bound to follow up any unusual marks or injuries by reporting them to the DSL who may need to follow the report up with you. Please be assured that we work proactively with our families at all times. Please use the link below to view our Safeguarding and Child Protection policy:
https://www.cranmereprimary.org.uk/docs/policies/Safeguarding___Child_Protection_Policy__September_2024-2025_.pdf

CLOTHING

To help your child develop a sense of belonging to our school community we ask that they wear a school sweatshirt, T-shirt and bring in a small bag if they need a change of clothes while in Nursery. All items are available from our school uniform suppliers. Further details are available on the school website.



Please dress your child in comfortable clothes that are easy to manage so that your child can learn to be independent. Young children need to wear clothing that enables them to go to the toilet easily and independently so dungarees, belts, braces, lace up shoes and tight fitting clothes are inappropriate. In Nursery we spend much of your time outdoors and in all weathers, please consider this when dressing your child for Nursery, we ask that your child's legs are covered to protect them when playing outdoors. We have spare clothes available in case of accidents and would appreciate that these are washed and returned promptly, but it would be helpful if you could always pack a spare pair of clothes in your child's bag each day.

Aprons are provided to protect the children's clothes when necessary, but we ask that children come to school in washable, practical clothes. On most days children need to have warm clothes to wear outside. When it is sunny we advise that children wear clothing that protects them, as well as a sun hat and sun block that you put on at home. Every Wednesday, the children participate in Outdoor explorer day which involves spending the entire day outdoors. Please provide your child with an all in one zip up waterproof suit, preferably one size larger so that it can fit over both clothing and a coat in the winter months.

ALL CLOTHING SHOULD BE CLEARLY LABELLED especially coats and boots. We also recommend that children **do not** come to school wearing long skirts or flip-flop type footwear as these can be dangerous when climbing in the outdoor area. As we are outdoors in all weather, wellies are a must. Please provide a pair of wellington boots which your child can leave in school.



HAIR

Hair should be tied back so that it does not get in the way of play and learning. We will have lots of paint, water and sand that the children will get right into! As you may already be aware, sometimes 'little friends in our hair' (headlice) come to visit, which is another reason to tie hair back. Please make regular hair checks at home and if you do spot any 'little friends' in your child's hair, please let us know.

TOYS FROM HOME



Please discourage your child to bring toys from home, treasures can easily be lost or misplaced which can be very upsetting for the children. We have plenty of toys and exciting play opportunities here at nursery to help your child to settle and enjoy their time with us.

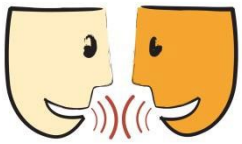
FRUIT/SNACK

Children will need to bring in a named bottle of water each day. Fruit is provided by the school, so you do not need to provide a snack.



PARENTS

Communication with parents and carers is very important to us and this partnership between school and home begins with a home visit and the Stay and Play session. We hope the partnership will continue to develop throughout your child's stay at Nursery. If you have any worries or concerns, please let us know at drop off or collection. If you are a working parent and do not have an opportunity to speak to the Nursery



team directly, please email or phone the school office team and they will inform the Nursery staff, who can take appropriate action, such as arranging a phone call with you.



NEWSLETTERS AND NOTICEBOARDS

We try to keep you informed about events in Nursery through termly newsletters and the school's weekly newsletter. We also ask you to keep an eye on the various notice boards for daily information. The notice boards near the Nursery entrance keep you informed of our Friends and Families team events.

Communication is a two way process, so if there is anything you would like to know, please ask. We hope you enjoy our Nursery!

OFFICE CONTACT DETAILS

Mrs Finch, Mrs Watkins, Mrs Dumonde & Mrs Eyles

020 8398 5580 – info@cranmere.surrey.sch.uk

For reporting absences and for getting messages to and from the class teacher.

Further information and policies are available our website:
www.cranmereprimary.org.uk

Early Years Foundation stage policy (EYFS):
https://www.cranmereprimary.org.uk/docs/policies/EYFS_Policy_Autumn_2024-2026.pdf

Government website checker for 30 hours eligibility:
https://www.gov.uk/apply-30-hours-free-tax-free-childcare

Surrey county council early years information (including FEET funding for 2 year olds) is available at:
https://www.surreycc.gov.uk/people-and-community/families/childcare/paying

Toilet training information:
https://www.eric.org.uk/

