

Alfred Lord Tennyson School and Nursery



Nursery Information



Welcome to Alfred Lord Tennyson School and Nursery, we are a unique school based across two sites.

Our Nursery, EYFS and Key Stage One provision is based at our Infant Site on Tennyson Road, catering for children aged 3-7.

Our Key Stage Two children are based at our Junior Site on Alfred Street, catering for children aged 7-11. We are a one form entry Primary school providing full time education for classes up to 30 children.

As part of our provision, Alfred Lord Tennyson School offers funded places for 3 and 4-year-olds in our Nursery provision. This includes the 15 hours weekly entitlement and 30 hours weekly entitlement, for working families who are eligible for free Nursery education for 38 weeks per year during term time. We also have very competitive rates should you require extra hours that are not funded. Our Nursery provision is located at our Tennyson Road Site and can be accessed through the main entrance to the school.

The aim of our Nursery provision is to provide a broad and balanced learning experience which embraces the seven areas of learning in the Early Years Foundation Stage.

We will encourage your children to develop communication and oracy skills, and investigation and problem-solving skills, through interaction with adults and other children in our provision.



We will develop your child's imagination through play and by providing a range of themed experiences such as celebrating the seasons, exploring jobs, celebrating traditions from all around the world such as Chinese New Year, Diwali, Valentines Day and Easter. These first-hand experiences allow our children to respect different cultures, gain confidence and express themselves through art, music and dance. We also hope that we inspire our children and prepare them to become the next generation of pop stars, authors, doctors, dentists, plumbers, scientists and explorers.



Your child's imagination, oracy and a love of reading is also promoted in our Nursery through sharing stories every day in our dedicated reading spaces and library, singing nursery rhymes and songs and acting out stories.



During their time with us, your children will be able to grow and develop in a fun and stimulating learning environment. We have lots of indoor and outdoor space for the children to explore. Our designated indoor provision has a curiosity area and small world role play area.



Our wonderful outdoor provision consists of a private outdoor area for our Nursery children and shared spaces with our small group of reception children. Our outdoor provision enables them to explore, take risks and stay active. They can pedal bikes and ride on the ride ons on our purpose-built tracks, play and climb in our nature area, dig and cook in the mud

kitchen, make music with the array of pots and pans, explore with the water equipment and grow plants in our grow beds.



As our Nursery provision is part of our Primary School, our Nursery children will also sometimes join in with some of our whole school events such as assemblies, World Book Day and Diversity days.



Meet the Team

Mrs O'Connor is the Headteacher of Alfred Lord Tennyson School and spends her time working across both sites supported by the Senior Leadership Team.



Mrs McCaughey is a qualified teacher which is a huge asset for the Nursery as she will prepare the children for starting in Reception. She has a wide experience in Nursery provision and in KS1 and a real passion for early years.



Mrs Brown is the Nursery Assistant and Key worker for our nursery children. She is highly qualified with a Level 4 in Early Years. she will be the main point of contact for you and will build up a relationship with your child and get to know their needs.



Mrs Sturman and Mrs Lawrence also work within our Nursery team, supporting the children with their daily activities.



Contact Information

Alfred Lord Tennyson School

Email: schooloffice@alts.northants.sch.uk

School website: www.alts.northants.sch.uk

Infant Site
Highfield Road
Rushden
NN10 9QD

Telephone: 01933 314161

Junior Site
Alfred Street
Rushden
NN10 9YS

Telephone: 01933 353762

Key Contacts

Headteacher: Mrs Kelly O'Connor

Assistant Headteacher: Mrs Sharon Smith

Nursery Teacher and Early Years Lead: Mrs Kelly McCaughey

Inclusion Manager: Mrs Jenny Appleby

School Office Manager: Mrs Tracy Weir

Chair of Governors: Mr Richard Scarfe

Nursery Session Arrangements

Please accompany your child to the door where they will be greeted by a member of staff in the team. **We ask that you are prompt and adhere to these times as it really impacts upon our adults and the children when children arrive late or picked up late and can impact on our staff ratios.**

Nursery staff must know who is collecting your child at the end of each session. If there is a change to the normal collection arrangements, you must advise a member of the Nursery Team. If something unexpected happens whilst your child is at nursery, such as you are stuck in traffic, please telephone the school office at our Infant site on 01933 314161 as soon as possible.

Session Times

We are extremely flexible on days and sessions we provide. You can choose your days and sessions, and if we have space we will of course allocate the place to your child.

15 hours government funding = 5 sessions

30 hours government funding = 10 sessions

Morning Session 8:45am – 11:45am (1 session per morning)

Afternoon Session 12:15pm – 3:15pm (1 session per afternoon)

Lunch Cover 11:45am – 12:15pm (please note this is at an additional cost)

All Day session 8:45am – 3:15pm (2 sessions per day)

Settling in

We want your child's journey at Alfred Lord Tennyson School to be a success from day one, so we aim to provide a successful settling in programme. We want to make sure that we answer all of your questions and queries and that we have all the necessary information about your child. As part of our settling in your child will have:

- A 'getting to know each other' session where the parent and teacher meet in the Nursery provision to meet the staff and go through everything you need to know.
- A 'stay and play session' for yourself and your child within the Nursery provision.
- Two hour 'Settling in sessions' for your child to attend. The number of these sessions will depend upon how well your child settles.

If any of the above needs adapting for your child, we will do our best to make it work for them.

How to help your child prepare for Nursery

You can support at home by doing the following things:

- Increase their independence in dressing themselves, putting on shoes and coats.
- Toilet training
- Talk to them about starting Nursery. Explain they will be having fun and meeting new friends.
- Ensure that they know you will be back to collect them at the end of each session.

Important Information

Clothing

School Uniform is not required for Nursery. Your children will be taking part in lots of interesting and often messy experiences, so may come home dirty and therefore we recommend wearing older clothes. We would also encourage you to dress your child in clothes they can easily manage for the toilet. Please also ensure that your child's name is in all items of clothing, including shoes. Your child will need to always keep a spare change of clothes at Nursery to ensure that they have something clean to change into if they have an accident or get messy! Please provide spare clothing in a named bag. In addition to these, please send your child with a warm coat, hat, scarf, gloves, wellies and a waterproof suit as we like to access the outdoors in all weathers! In the summer months, they will need a named sun hat and sun cream.

Please note jewellery is not to be worn at any time.

Snacks

All children can access fresh drinking water throughout the session. There will also be an opportunity for your child to have a fruit or vegetable snack whilst at Nursery. This is encouraged as part of our commitment to being a healthy school. A variety of fruits and vegetables are provided at no extra charge to parents.

Toilet Training

We ask that every effort is made to toilet train your child prior to them starting Nursery as our changing facilities are in a different part of the school. Our Early Years Team are happy to support you with this at home. If your child is not toilet trained, we ask that you send them with a supply of wipes and nappies daily as we do not provide these.

Lunch

The children go into the school hall to eat with the rest of reception and Key Stage 1. Children have a choice to either bring their own lunch or purchase one from our own caterers, Love Food at a very small cost. Both hot and cold options are available. To book from the outside caterer please speak to the school office. If you provide your own lunch, this must be a healthy lunch including a drink. Please note we are a nut free school i.e no peanut butter, chocolate spread etc. No fizzy drinks, cans or glass bottles are allowed in school.

Lunch cover is £2 per day. If you provide your own lunch, there is no further cost.

Lunch cover will be invoiced termly in advance.

Hot or cold lunches are paid for at point of ordering and need to be booked at least 1 week in advance.

Parent Partnership

An excellent partnership between home and school makes Early Years Foundation Stage a successful stage in your child's development.

We will develop a partnership with parents and carers based on a shared understanding of the learning needs of their children and communicate their learning experiences with you regularly through our dedicated secure communication platform - Class Dojo.

We strongly encourage you to be involved in your child's journey and a partnership is promoted by the use of our online Learning Journal system, Class Dojo where you will receive observations of your child's learning on a regular basis and an insight into the things they have experienced in the Nursery environment. You can also post observations of your child's experiences from home, achievements in their pursuits such as swimming, gymnastics, conquering milestones like riding their bikes. This evidence of your own child's journey and holistic development is vital for them to reach their potential. Please also keep us informed of any changes at home that may affect your child.

The staff love seeing the children's different adventures away from the Nursery provision and this also helps them to support your child's next steps in their progress.

The school will also require certain information from you when your child starts nursery (Nursery Application Form) for example emergency contact details, your child's GP contact and any medical conditions. We expect parents to inform us immediately if any details change.

We also seek permission from parents (Nursery Permissions Form) to take children on local visits by foot, to taste food and to take and share photographs of your child.

Family Support Worker

The school has a Family Support Worker, Mrs Bunker, who works across both sites at Alfred Lord Tennyson School. If you are concerned about your child, their sleep, getting them to school or have any family issues please speak to the school office who will arrange for you to speak to her.



Attendance

Being a member of our nursery is being part of our Alfred Lord Tennyson School family. We all follow the same values and expectations. Although children are under statutory school age, we do expect them to fully attend their allocated sessions.

If your child's attendance falls below 63% this will impact financially for the school. Therefore, allocated sessions will be payable by parents/carers.

The school will write to parents/carers if it is noted that absence is slipping towards this figure.

What do I do if my child is genuinely sick and can't attend nursery?

Please call the school office between 8.30am and 9.00am. When leaving a message, please make sure you say your child's name clearly and reason for their absence. We need to be informed each day of their absence and if we do not hear from you, we will contact you. Thank you in advance.

If your child has an upset tummy or sickness, they should return no sooner than 48 hours after showing the last symptoms.

Our school policy allows staff to administer prescribed and over the counter medicine to children during the school day. Medication will be kept in the school office and a form must be completed by Parents/Carers. For further information please see our Administering Medicines Policy.

Health and Welfare

If your child falls ill when they are in a session within our nursery, parents will be contacted. If they have an accident e.g. a bumped head, they will go home with a bumped head wrist band. Most injuries will be dealt with in school by a trained first aider, however if they need to be seen by a medical professional, parents will be contacted.

Special Educational Needs and Inclusion

We are an inclusive school and children with additional needs are fully integrated into the life of the school. All children access the curriculum and adaptations and support is provided according to individual needs. Mrs Appleby is our Inclusion Manager and oversees the provision for any children with additional needs. If you have concerns about your child, please make an appointment with the school office to speak to Mrs Appleby. Further information please see Alfred Lord Tennyson School Inclusion Policy.



Child Protection

It might be helpful to know that schools are required to report any concerns about the welfare of children to Social Services. Although this can be difficult for all parties, please be mindful that we are acting in the best interest of the children. For further information please see our Child Protection and Safeguarding Policy.

Complaints

Should you have a concern or query please speak to the Nursery Team. If you are not satisfied with the response, please follow the complaints policy on our website.

Relevant Policies

Alfred Lord Tennyson School Policies can be found on our school website or copies can be requested from the school office.

[School Policies and Key Documents - Alfred Lord Tennyson School \(alts.northants.sch.uk\)](http://alts.northants.sch.uk)

Can I make changes to my hours?

We will always endeavour to cater for any requests to change of hours or days. These will need to be submitted in writing to our Infant Site school office at least 2 weeks before the end of any term. If we have space and we are able to cater for the requested changes, these will be implemented from the start of the following term. Please be mindful that this will not always be possible.

What if I need to leave the Nursery?

In order to leave the Nursery, you will need to ensure you give us 4 weeks' notice in writing.

In summary, please note the following:

Fees, bills and payments

Our fees for the academic year September 2023 – July 2024 are:

Additional sessions - £5 per hour

Lunch Cover - £2 per day

Late payment fee - £5

Additional sessions and lunch cover are billed at the start of each term. These are payable within 14 days of the dated invoice.

Please note that a late payment fee of £5 will be applied to any late payment after this date.

30-hour codes

30-hour codes are valid for 3 months and have to be renewed continually. This is your responsibility as a parent or carer. Please understand the school will not be able to claim funding if these are not renewed. If this is the case, this will result in the session being billed to you.

Can I pay for Nursery using childcare vouchers?

Yes, you can. If you require any further information or require help checking your 30 hour eligibility please contact our School Office Manager/Bursar: T.Weir@alts.northants.sch.uk for further information.

