

# WOODPECKER HALL NURSERY

Information for parents and carers

A HAPPY  
PLACE TO LEARN  
AND GROW



PEARSON  
NATIONAL  
TEACHING  
AWARDS

Woodpecker Hall  
ACADEMY

Member of  
North Star  
Community  
Trust

**NORTH STAR**  
COMMUNITY TRUST



## Dear Families,

**Welcome to Woodpecker Hall Nursery. We know that your child will settle well into our safe and vibrant Early Years provision and that you will enjoy your journey with us.**

We are excited that you have chosen our nursery and are looking forward to getting to know you and your child in the coming months.

At Woodpecker Hall Nursery, we provide quality day care and early education for all children. Our excellent provision begins with inclusive practice, where all children are welcomed, valued, and listened to. They have endless opportunities to have fun whilst learning and developing in a caring and loving environment.

In this booklet we have included some important information about starting in nursery which you might like to keep for reference. Please read it carefully before your child starts with us.

We look forward to working with you and your child to make the time spent in nursery both happy and rewarding.

### **Nicky Ross**

*Headteacher & North Star Community Trust,  
Leader of Primary Education*



## Contents

**Our 2-3-year-olds**  
(Puffin Class)

**4**

**Our 3-4-year-olds**  
(Blue Jays and Finches)

**8**

**Other information for families**

**16**

**Funding**

**18**

**Frequently Asked Questions (FAQs)**

**20**

**Our mission**

**23**



"I CAN'T EXPRESS HOW MUCH  
FUN MY DAUGHTER IS HAVING AND HOW  
MUCH SHE IS LEARNING. YOUR NURSERY  
IS GIVING HER THE BEST START TO HER  
FUTURE EDUCATION"

# Getting two-year-olds ready for nursery

The following would really help your child settle into Puffin Class.

## Working in partnership with parents

Parents and carers are children's first educators. We aim to work together with all our families and achieve high standards of care and education. Working in partnership with parents and carers will ensure that each child's introduction to the nursery is managed with care and sensitivity. Our parents and carers are welcome to view our setting and inquire about our policies. All children will be cared for in-line with the procedures outlined.

It would really help your child to settle into nursery, if they can:

- Help themselves with dressing and undressing.
- Say when they have had a wee or poo in their nappy. (In English or in your home language).
- Use a cup to drink from/ be independent to eat a snack.
- Follow simple instructions.

Talk is key to learning, so it is important that you talk to your child about the world around them.



Our 2-3-year-olds  
**Puffin Class**

## Other Top Tips

- Singing nursery rhymes, listening and moving to music will help your child develop both communication and language and it will also impact positively on their physical development.
- Do turn-taking activities, such as playing with a toy - this helps them to get used to taking turns and also to understand the concept of sharing.
- Lots of the learning in nursery happens through play. Get down onto the carpet so you are at their level and enjoy some play with your child. Follow their lead with what they are doing or how they are playing. Then, try to get them to follow your lead and also create games together. This will help them to get used to playing and engaging with other children.

## Key-person System

On entering our setting, each child will be given a key-person (nursery practitioner) to bond with. The key-person will be responsible for recording the progress each child is making and for communicating with parents/carers on a regular basis. The adult to children ratio in our Puffin room is 1:5 at all times.

## Curriculum

In the Early Years curriculum children under 3 focus on developing the 'Prime Areas', which are:

- Personal, social, emotional development.
- Communication and language.
- Physical development.

Both indoor and outdoor focussed activities will be planned, for children to take part in each day.

The activities planned will be influenced by the children's interests and observations made by the practitioners. We create a stimulating learning environment where children feel confident, secure and challenged.

Regular observations of the children are made to ensure that their current interests and experiences, ages and stages and abilities are met. Play-based learning is paramount, whereby children direct their own learning from carefully planned opportunities provided by nursery practitioners. The children have a separate play area to the rest of the school so that they feel safe and secure. Many aspects of the Early Years Foundation Stage Curriculum are delivered outside of the nursery and the children will spend time outside every day. Children are able to develop skills across all areas, in both the indoor and outdoor environment.

## Forest (school) garden

All nursery classes use our wonderful 'Ayse's garden' on a weekly basis to have their additional outdoor sessions which offers the children an insight into what is known as the 'Forest School' ethos. Children have access to natural resources and learning opportunities in the fresh air. As they explore trees and plants, leaves, sticks, insects, mud and activity games, they become more comfortable in a natural setting where they learn a range of new practical skills, becoming more independent, using their imagination, and initiating learning for themselves.



Our Forest Garden follows the Forest School ethos that offers a unique way of building confidence, boosting self-esteem, learning new life skills and promoting independence through hands on learning experiences outdoors.

We kindly ask that your child has a pair of wellies and a hooded jacket at school on days they attend Forest Garden (the class teachers will inform you of dates).

## Clothes

Children should wear normal clothes in Puffin room (no uniform) and have at least two changes of clothing. Clothing should be good for all types of weather, they can include; rain coat, warm coat, sun hat, wellies etc. In order to help identify clothes, we request all garments, particularly outdoor garments, such as, sun hats and wellies are labelled or marked with the child's name.

## Toileting

All children are welcome to our setting; those who are toilet trained and those who may be wearing nappies or equivalent. We aim to work in partnership with parents towards toilet training children.

We provide nappy changing facilities and exercise good hygiene practices in line with the government guidelines to accommodate children who are not yet toilet trained. Staff changing nappies will be familiar with the nappy changing procedure and at all times wear PPE. In our view, toilet training is a self-care skill that children have the opportunity to learn with the full support and the non-judgemental concern of the adults.

Any soiled clothes will be returned home at the end of the session to be washed. When your child is ready, we will support them and you with potty training.

Parents/ Carers need to provide their own nappies and creams that will be placed in their child's individual box. Parents/carers also need to provide at least 2 changes of clothing (all items labelled with your child's name).

## Sleep

We understand that at a young age and dependent on a child's routine, children will require the provision to take naps during their time with us, especially when they are staying for the whole day at nursery (full time children). We have a separate quiet room for their nap. A sleeping mat with their own cover will be provided for the children and will be washed frequently. Children will be able to take naps according to the directions given by parents/carers. A member of staff throughout their sleep will monitor them.



## Food and drink

- We provide fruit and milk at snack time for all children (free of charge).
- Water bottles - Please bring in from home to be available to the children during the session.
- Full time Puffin - Please bring packed lunch from home; lunchtime is at 11.30am.
- Children staying 3.15-6.15pm will be provided with a light meal (Please see the Wrap Around Care menu) Fizzy drinks and sweets/ chocolates are not allowed in packed lunch boxes.

Please note that Robin Hall Nursery is completely nut and fish free. Please do not include any items in lunch boxes that contain nuts, such as 'Nutella', peanut butter sandwiches or other nut items. Also, please do not include any items that contain fish, e.g. tuna sandwiches, fish fingers.



## Health issues - let us know

If your child has a medical problem or allergies which might affect them in nursery school, we need to know. If your child uses an inhaler, we can supervise its use during the school day. Inhalers are kept securely in the room and children use them under the supervision of an adult. We must have a letter from your GP giving precise instructions of dosage. Please note that medication is not administered by staff unless it is part of an emergency care plan which has been agreed by the Headteacher.

## Behaviour and safety

We believe that children flourish in a safe environment where everyone knows what is expected of them; children are free to develop and learn through play without the fear of being hurt by anyone else. We will help children develop self-discipline and self-esteem in the setting with mutual respect and encouragement through the curriculum based on British values. All adults in the setting will be positive role models so that children can build knowledge of what is expected of them and build positive habits of behaviour. Adults will praise and celebrate kindness and willingness to share.

## Home time - collecting your child

Children's health and safety is the most important aspect of care we provide. For this reason, we will need to know who will be dropping and picking up children from the setting. The details of both parents and carers need to be provided with two emergency contact numbers. Children will only be permitted to leave with these individuals unless a phone call is made to the main office with the name of the person and a password that staff recognise; provided to us during the stay and play sessions.

It is important to collect your children from nursery promptly as late pick up may cause distress and upset.

## Nursery Times - 2-Year-old provision

- **AM** 8.30-11.30am.
- **PM** 12.15-3.15pm.
- **Full time** 8.30-3.15pm.
- **Wrap around care** 8:00-8:30 and 3:15-6:15.

# Getting three-year-olds ready for nursery

The following would really help your child settle into nursery

## Social skills

Are they able to do the following?

- Dress and undress themselves (coats and velcro shoes).
- Use the toilet by themselves.
- Use a cup to drink from and be independent to eat a snack, e.g. a whole apple with the skin on.
- Sit down and listening to a story (training concentration).
- Have a regular and early bedtime routine.



Our 3-4-year-olds  
***Blue Jays and Finches***

## Communication skills

---

Please make sure that you talk to your child every day about the world around them. Use your native language if English is not your home language. By talking and listening to your child, you are already giving them some of the best help there is to begin their education journey.

All children will need to develop strong oral skills - speaking, listening, and asking questions to get the very best out of learning. It is also important that you talk to your child about their day at the nursery and encourage them to talk to us about their needs as well through the day. Developing their oral skills now will also help to give them the confidence to make the big change from being at home all the time with the family to going to nursery school.

## Top tips

---

- Listen to your child with interest.
- Answer your child with care.
- Consider his or her opinions.
- Make time to enjoy talking together.

## Other skills you can help your child develop

---

- Encourage them to tidy up their toys and do some simple household chores. By giving them responsibilities you will help your child to become more independent.
- Help them to recognise their name in writing and to consistently respond to it verbally.
- Encourage them to clean well after using the toilet and to wash their hands thoroughly.
- Take them to the library so that they have the experience of choosing their own books.
- Have a bed time routine, e.g. bath and reading before they go to bed. Read Aloud is one of our reading initiatives, where we encourage every parent to read for 15 minutes to their child every day.
- If you put them to bed early they will be able to get up early and be in a positive mood for Nursery school. If they go to bed late, they may be too tired to learn properly.
- Nurture curiosity in your child through showing them how to ask questions and how to be interested in everyday and unusual topics.
- Limit screen time for your child after 6pm so that they are calm and ready for bed.
- Involve them in the daily tasks around the home: "Can you set the table so we all have a plate each?", "Tomorrow is Tuesday so can you bring your bin downstairs for the rubbish?", "Before 6pm put all the books away".
- Do turn-taking activities, such as playing with a toy - this helps them to get used to taking turns and also to understand the concept of sharing.
- Lots of the learning in nursery happens through play. Get down onto the carpet so you are at their level and enjoy some play with your child. Follow their lead with what they are doing or how they are playing. Then, try to get them to follow your lead and also create games together. This will help them to get used to playing and engaging with other children.

## Uniform

Please bring a full change of clothes in a drawstring bag for your child. This bag will stay at school.



Navy jumper



Navy  
tracksuit  
bottoms



White or light  
blue polo shirt



Velcro trainers

## Dressing themselves

Can your child get dressed by themselves? They will be happier if they can dress and undress themselves. Help your child by practising:

- JUMPERS
- ZIPS
- BUCKLES
- BUTTONS
- SHOES

Please encourage them to use both hands when putting on shoes and socks.



## Drop off and collect on time

---

Your child has been looking forward to seeing you again and a late pick up may cause distress. Always phone us if you are unavoidably delayed so that we are able to reassure your child that you are on your way.

Please tell the teacher if there is a change in your picking up arrangements or phone the school in advance to tell us of any alterations. We will not let a child leave with anyone other than named contacts unless the school has been informed and the adult has the password.

Always call the office if your child is unable to attend due to illness.

## Name on clothes

---

It is important that your child's clothes are clearly marked with their name. Children's clothes may not only look the same but may also be the same size. It is very upsetting for a child if they come home wearing somebody else's clothes. Labelling pens and woven labels can be purchased locally.

## Children need a good breakfast before they come into nursery school

---

Research has shown that children who skip breakfast perform less well academically, socially and emotionally, whereas eating breakfast improves children's problem solving abilities, their memory, concentration levels, visual perception and creative thinking.

A hungry child is a sleepy child. Sometimes low blood sugar levels can make a child irritable. Give your child time to eat well in the morning.

## Fruit snacks and lunch

---

Children are provided with a piece of fruit or a vegetable every morning as part of the National Fruit Scheme, to support healthy eating. Please bring in a named water bottle from home to be available to the children during the session.

If your child is staying with us full time, please ensure they bring in a packed lunch. Please note that fizzy drinks and sweets/chocolates are not allowed to be brought in children's lunch boxes. Woodpecker Hall Nursery and school is nut free and fish free at all times. Please do not include any items in lunch boxes that contain nuts, such as 'Nutella', peanut butter sandwiches or other nut items. Also, please do not include any items that contain fish, e.g. tuna sandwiches, fish fingers.

Children are encouraged to eat as much as they can. If your child experiences problems at lunchtime, we will let you know. Children staying 3.15-6.15 will be provided with a light meal (Please see the Wrap Around Care menu).

## Outdoor learning

---

The children in our nursery have a separate play area to the rest of the school so that they feel safe and secure. Many aspects of the Early Years Foundation Stage Curriculum are delivered outside and the children will spend time outside every day. Children are able to develop skills across all areas in both the indoor and outdoor environment.

## Nursery times - 3-4-Year-Old provision

---

- **AM** 8.30-11.30am.
- **PM** 12.15-3.15pm.
- **Full time** 8.30am-3.15pm.
- **Wrap around care** 8:00-8:30 and 3:15-6:15.

## Health issues - let us know

---

If your child has a medical problem or allergies which might affect them in nursery school, we need to know.

If your child uses an inhaler, we can supervise its use during the school day. Inhalers are kept securely in the room and children use them under the supervision of an adult. We must have a letter from your GP giving precise instructions of dosage. Please note that medication is not administered by staff unless it is part of a care plan which has been agreed by the headteacher.

## Behaviour and Safety

---

In order to minimize the likelihood of children hurting themselves or each other, each teacher will discuss ways of making school a safe, secure and happy environment. At Woodpecker Hall Nursery we believe in using positive reinforcement and setting good examples as a tool to support good behaviour and behaviours for learning. Teachers will talk to you frequently regarding behaviour, both positive and negative. For further information on the school's behaviour policy, please refer to the school's website.





The Early Years Foundation Stage (EYFS) curriculum is play-orientated and based on the understanding that children learn from the first-hand experience. Learning is further enhanced through 'Focus-group' work with class teachers and Early Years Practitioners.

| THREE PRIME AREAS OF LEARNING & DEVELOPMENT:                                                                                                                                       | FOUR SPECIFIC AREAS OF LEARNING & DEVELOPMENT:                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Communication &amp; Language</b> <ul style="list-style-type: none"> <li>- Listening, Attention &amp; Understanding</li> <li>- Speaking</li> </ul>                               | <b>Literacy</b> <ul style="list-style-type: none"> <li>- Comprehension</li> <li>- Word Reading</li> <li>- Writing</li> </ul>                                                   |
| <b>Physical Development</b> <ul style="list-style-type: none"> <li>- Gross Motor Skills</li> <li>- Fine Motor Skills</li> </ul>                                                    | <b>Mathematics</b> <ul style="list-style-type: none"> <li>- Number</li> <li>- Numerical patterns</li> </ul>                                                                    |
| <b>Personal, Social &amp; Emotional Development</b> <ul style="list-style-type: none"> <li>- Self-Regulation</li> <li>- Managing Self</li> <li>- Building Relationships</li> </ul> | <b>Understanding of the World</b> <ul style="list-style-type: none"> <li>- Past and Present</li> <li>- People, Culture and Communities</li> <li>- The Natural World</li> </ul> |
|                                                                                                                                                                                    | <b>Expressive Arts &amp; Design</b> <ul style="list-style-type: none"> <li>- Creating with Materials</li> <li>- Being Imaginative and Expressive</li> </ul>                    |



### Forest (school) garden

All nursery classes use our wonderful 'Ayse's garden' on a weekly basis to have their additional outdoor sessions which offers the children an insight into what is known as the 'Forest School' ethos. Children have access to natural resources and learning opportunities in the fresh air. As they explore trees and plants, leaves, sticks, insects, mud and activity games, they become more comfortable in a natural setting where they learn a range of new practical skills, becoming more independent, using their imagination, and initiating learning for themselves.

Our Forest Garden follows the Forest School ethos that offers a unique way of building confidence, boosting self-esteem, learning new life skills and promoting independence through hands on learning experiences outdoors.

We kindly ask that your child has a pair of wellies and a hooded jacket at school on days they attend Forest Garden (the class teachers will inform you of dates).







## **TAPESTRY Learning Journal**

---

You will have been given a consent form for Tapestry.

Tapestry is an important Online Learning Journal system where staff record your child's progress and activities using tablet devices (iPads) and PCs. Parents and carers can view their child's journal on mobile devices and on their home computers, and can make observations of their own using a secure login.

It creates two-way communication between us (the EYFS team), and you (the parents and carers).

## **Equal opportunities**

---

We work hard to ensure that every child, regardless of race, religion, culture or class has an equal chance to develop fully. We value a child's home language and encourage the use of it in spoken and written forms in our school. All the children are equal in our esteem and affection. We are totally opposed to racism or discrimination in any form. We avoid sexual or racial stereotyping and encourage every child to have a positive image of themselves and respect for others. Children may only call each other by their given names.

We see the rich variety of cultures in our community as a positive asset to your child's education. We celebrate a range of festivals throughout the year, including Diwali, Christmas, Chinese New Year, Eid and Hanukkah.

## Community Outreach team

---

Our Community Outreach team work with families and relevant outside agencies to help children's learning and to support families during their time at the school.

With the help of teachers and staff, the Outreach team help our families by offering support in parenting skills, and understanding the school curriculum; as well as in learning English or simply providing you with opportunities to meet other parents and carers. They have liaised with major food companies like Tesco, Farmfoods, Greggs, Waitrose and the Felix Project who kindly provide weekly food donations for families.



## Arbor - paying for things

---

Arbor is a simple, safe and secure system that allows you to make payments for trips, clubs and school meals. It also enables you to receive and respond to messages from the school and to update information we hold about you and your child. It has the added advantage of coming with an App that you can download onto your phone for ease of use from the App store or Google Play store. You can also use Arbor from a PC or tablet as well. If you are new to the school, you will receive an email for this once your child starts Nursery.

# Funding

## What we can offer you

---

We provide nursery childcare from 2-4-years old. Full-time, part-time, flexible days.

We offer care Monday to Friday during school term times (38 weeks) 8.00am - 6.15pm.

We offer additional nursery childcare hours for 2-year-olds at £20 for a 3 hour block and for 3-4-year-olds at £30 for a 3 hour block.

We can help you with your application for childcare and also your admission form to apply for a place with us. Call us on 020 8804 4126.

## Government Funding

---

All families with 2-4-year-olds, whether you are working or not, whether you are in receipt of benefits or not, are eligible for 15 hours of free childcare per week during school term time (38 weeks). Working families will be able to access 30 hours of funded childcare during school term time.

There are also a number of ways to receive government funding for families who meet various eligibility criteria.

For detailed information on what is available and if you qualify and how to apply, please visit our website **[www.woodpeckerhallacademy.org.uk/nursery](http://www.woodpeckerhallacademy.org.uk/nursery)**





## Frequently Asked Questions



### **Q: WHAT DOES MY CHILD NEED ON THEIR FIRST DAY AT SCHOOL?**

**A:** Please ensure your child is in their nursery school uniform. No shoe laced shoes please. They will also need a water bottle. Everything needs to be clearly labelled with your child's name.

### **Q: WHEN CAN I SPEAK WITH THE TEACHER?**

**A:** You can make an appointment to meet with the class teacher before or after the nursery school day. Please remember that in the morning and at the end of the day the teacher's priority is to get the children into class safely and then release them to their parent or carer safely at the end of the day.

### **Q: HOW DO I LET THE SCHOOL KNOW SOMEONE ELSE IS PICKING UP MY CHILD?**

**A:** If you are running late, you must call the school with the details of who will collect your child and the office staff will pass the message on to the teacher. You must provide the school with a password for collecting your child.

## Frequently Asked Questions

### **Q: WHAT DO I DO IF MY CHILD IS SICK?**

**A:** Please call the school office before 9am and speak to the office staff. Your child may still want to come to school even if they are unwell but please ensure that you keep them at home if you think that they could infect other children. If your child has vomited they must not return to school until 48 hours after their last bout of sickness in order to avoid spreading infection.

### **Q: WHAT DO I DO IF MY CHILD HAS A MEDICAL APPOINTMENT?**

**A:** We ask that, wherever possible, medical appointments are arranged outside of the school day. If you do need to take your child to a medical appointment during the day, please bring your letter to the office. Ensure that you sign your child in and out of school.

### **Q: CAN MY CHILD WEAR JEWELLERY?**

**A:** For health and safety reasons children are not allowed to wear jewellery to school other than small, stud earrings.



## Frequently Asked Questions

### **Q: CAN MY CHILD BRING THEIR OWN WATER TO SCHOOL?**

**A:** Yes, we encourage children to drink water during the school day. Please clearly label your child's water bottle.

### **Q: WHAT HAPPENS IF MY CHILD HURTS THEMSELVES DURING THE SCHOOL DAY?**

**A:** Our staff are trained to attend to the children. If a child has bumped their head you will receive a call from a member of staff to make you aware and an email will be sent. The children in YN-Y2 will also wear a green coloured wrist band as a visual reminder that they have been to the medical room.

### **Q: HOW DO I PAY FOR TRIPS AND EVENTS?**

**A:** You can pay using Arbor. We do not take any cash or cheques. Arbor is a secure online payment system that every parent/carer will now be using in the school. If you are new to the school, you will receive an email for this once your child starts Nursery. The email will have an activation link and instructions on how to set up your Arbor pay account. Please contact the school office if you have any questions.

### **Q: CAN MY CHILD BRING A SNACK TO NURSERY?**

**A:** The government supplies free fruit for all nursery pupils which they are given during the morning or/and afternoon break , so it is not necessary for them to bring a snack to school.



## Our mission

Our school is part of North Star Community Trust, an educational charity that manages a family of 4 academies in North London, educating some 2,600 pupils from 2-years of age to 18. As partners in our community, our mission is to help as many children as possible to succeed at school and in life.

We sum up what we do every day with three words -  
Education, Community and Opportunity (ECO)



# STAY IN CONTACT

Woodpecker Hall  
PRIMARY ACADEMY

✉ woodpecker@northstartrust.org.uk

☎ 020 8804 4126



Woodpecker Hall  
Primary Academy



Woodpeckerchat



WoodpeckerHallAcademy



North Star Community Trust



woodpeckerhallacademy.org.uk