

# Welcome to Woodside Primary Academy Nursery

## 2-3 Provision 2024-2025

### Kind Caterpillars & Independent Dragonflies

[nursery@woodside-academy.org](mailto:nursery@woodside-academy.org)

020 3839 4971

# Welcome to Woodside

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

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

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



# Our Nursery Offer

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

**Free** early educational **funded 15-hour places** for Babies from **9-months-old** (eligibility criteria applies)

**Free** early educational **funded 15-hour places** for **two-year-old** children (eligibility criteria applies)

**Free** early educational **funded 15-hour places** for **all three and four-year-old** children

**Free** early educational **funded 30-hour places** for **three and four-year-old** children (Government eligibility criteria applies)

**Extended wrap around day care** starting from: **8:00am** and available to **6.00pm (Fees apply)**.

# Our 2-3 Provision



Creative play



Construction & small world



Outdoor play



Sand & water



Role play



Music & sensory play



Nursery room



# Woodside Nursery Key Staff

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



**Dawn Davidson**  
Day Care Manager



**John Coggin**  
Nursery Operations Manager



**Phoebe Skeels**  
Senior Practitioner  
Year Group Leader Under 2's



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



## Our Philosophy

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

We strive to ensure our children  
**THRIVE!**

## The Early Years Foundation Stage

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

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



# The Early Years Foundation Stage Curriculum



## Characteristics of Effective Learning

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

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

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

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



## The Prime Areas of Learning

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

**Personal Social and Emotional Development**

**Communication and Language**

**Physical Development**

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

# Look at what your child will be able to do now they are 2!



Self-Registration



Story time



Meal & snack time

Garden time



Self-selection activities



## Sleep Routines

We understand that the children in our care will be adjusting to different routines and patterns of sleep.

Whilst our day care children will have a main sleep time as part of our daily routine, we will of course adjust this to individuals while settling in and will have a space provided for children who need to rest and sleep at other times of the day.

The individual sleep routine of your child will be discussed with you as part of the transition and settling process.



## Sleep Beds

We have individual sleep beds for the children which have a sheet and a blanket.

These are washed once per week so that they are clean and fresh. We will also change them if they get wet or soiled for any reason.

## Sleep Comforters



We know that to provide a safe and comfortable, home from home space for our children, they will settle with a comforter such as a teddy, blanket, sleep bag or dummy (dummy weaning to be discussed).

As part of the transition process, we will discuss with any comforters your child usually has and they can be brought into the nursery to be used to aid and support sleep.



## Story Time

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



## Rhyme Time

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



## Bringing Toys from Home

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

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



## Buggy Storage

We have a buggy shed which is located in the main school playground. This is for use by day care parents only whose children stay all day at nursery. Staff will provide you with the code for the padlock when your child starts.

Unfortunately, there is not space for sessional parents to leave their buggy at school and you will need to take it home with you.



## Self-Registration



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

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



## Coat Pegs

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

## Water Bottles

We encourage parents to purchase a water bottle for their child which can be kept in the classroom.

We encourage the children to access their water bottle independently and help themselves to water throughout the session.

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



## Nursery Menu

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

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

Sessional children have a snack at snack time.

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



## Dietary Needs

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## Key Person

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

They will support with the settling and transition processes, as well as make assessments of your child while they are in the 2-3's.

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



## Comforters & Soothers

We understand that children may have a comforter such as a blanket, teddy, toy or dummy. These can be brought into the nursery to be used to sooth and comfort, especially at sleep time.

If they do have a particular item, please discuss this with the key person during the settling process.

Our policy is to use dummies only as comforters at key times such as sleep time. And to wean babies off using them in nursery.

collaboration with parents.

To aid the development of speech and so that children don't become reliant on them, we will encourage that they are put away and will only come out at sleep time, or times of distress, as a comfort.



## Nappies & Wipes

Parents and carers are asked to provide an **adequate number of nappies, wipes and creams for the whole session AM/PM/day care 8-6.**

Please have a chat with us about the nappies you use, e.g. disposable or re-usable, or if training to use the toilet. Also, if your child is allergic to a particular brand or has a particular wipe.



## Nappy Creams

If you use a regular nappy cream, or if at any stage your child has nappy sores, please let us know. We will discuss this with you as part of the settling in process.

## Intimate Care

We have an Intimate Care Policy in place at the nursery and this forms part of our safeguarding procedures. Children will always be changed in a designated safe and private area.

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

## School Uniform

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

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



## Spare Clothes

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

At least 2 nappies and wipes should also be in your child's bag for sessional children.

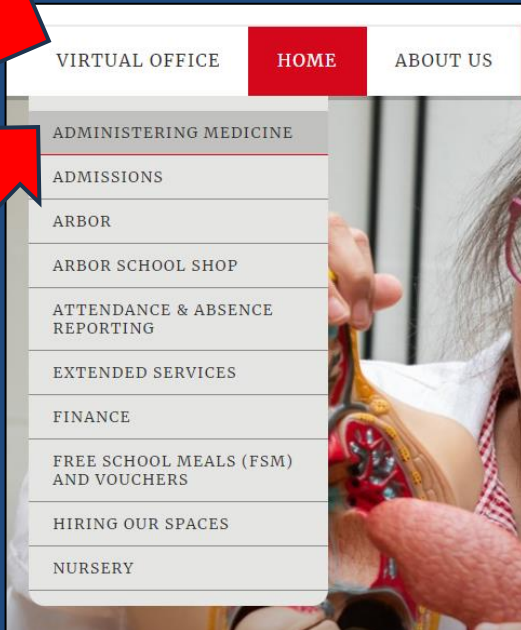


# Administering Medicine

We can administer medication that is prescribed by a GP.

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

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



[www.woodsiderimaryacademy.com](http://www.woodsiderimaryacademy.com)

# Sickness Policy

We have a nursery sickness policy which is updated regularly.

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

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

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

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

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

**MORE INFORMATION CAN BE FOUND IN THE NURSERY SICKNESS POLICY.**



# Safeguarding

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

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

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

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



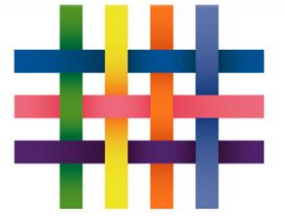
## Arbor App

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

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



## Tapestry App



**TAPESTRY**  
ONLINE LEARNING  
JOURNAL

We assess the children using the Tapestry App.

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

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

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

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

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

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



# Settling Information for the 2-3's

## Day Care Settling Week

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

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

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

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

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

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

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

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

# Sessional Settling Week

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

## SETTLING WEEK 1

The sessions are set up as follows:

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

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

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

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

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

## SETTLING WEEK 2

The sessions are set up as follows:

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

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

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

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

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



## Contact Us

Nursery Direct Line

020 3839 4971

Nursery Enquiries

[nursery@woodside-academy.org](mailto:nursery@woodside-academy.org)

## Arriving at Nursery

The entrance is on Corbett Road off Wood Street. Please go straight to the side gate and press the buzzer, then come to the main entrance and ring the bell.



## Reporting Absences

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

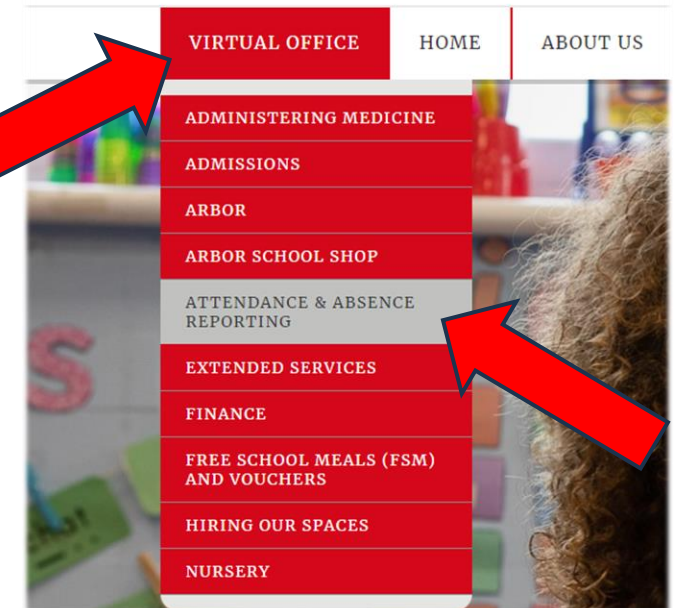
Your child should **regularly attend their session unless they are unwell.**

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

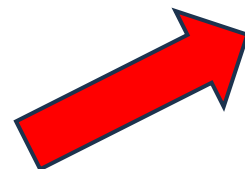
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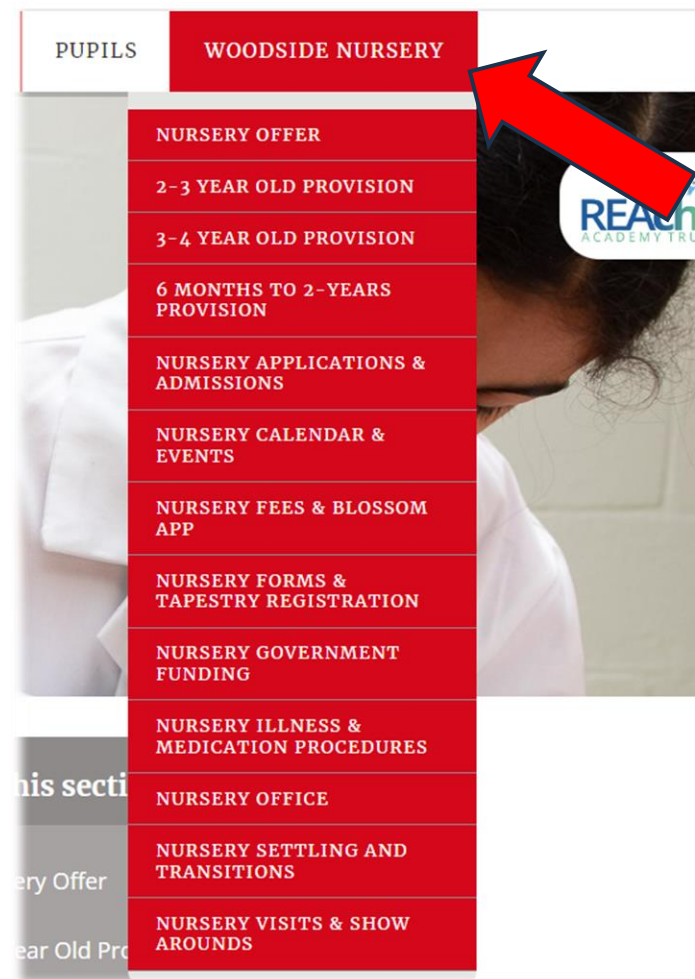
Woodside Primary Academy



# Woodside Website



[www.woodsiderimaryacademy.com](http://www.woodsiderimaryacademy.com)



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

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



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