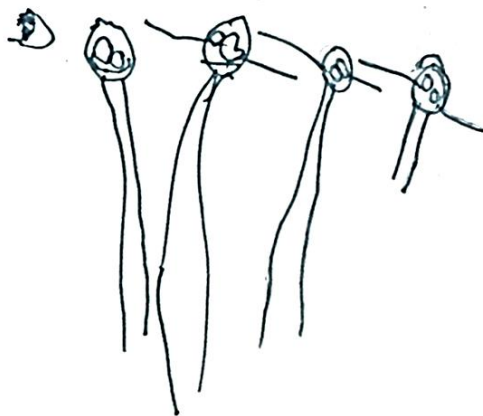


# Manor Park Primary School

## Early Years Brochure



Nursery Class  
Manor Park Primary School  
Ulverscroft Road  
Cheylesmore  
Coventry  
CV3 5EZ

Tel: 024 7650 1736

Email: [admin@manorpark.coventry.sch.uk](mailto:admin@manorpark.coventry.sch.uk)

**Headteacher:** Mrs J O'Connor

**Chair of Governors:** Mrs S. Leigh

**Nursery Staff:**

Mrs A Bygrave

EYFS Leader

Miss V Bourke

Nursery Teacher/  
*Key Worker Woodpeckers / Owls*

Mrs K Butlin

Early Years Extended Provision Manager  
*Robins/Caterpillars and Butterflies*

Ms C Cunningham

*Key Worker Nightingales / Swallows*

Mrs K Lakin

*Key Worker Kingfishers / Sparrows*

Mrs K Buckley

Extended Provision Manager and overview of  
breakfast, lunch and tea time extended  
provisions

At times other staff may be used to cover for staff absence, training and school development priorities.

## **Our Main Nursery and Extended Provision - 3 Year Olds**

Our main nursery is for children that are aged 3 before the 31<sup>st</sup> August and the intake takes place in September. Through this setting we can offer 15 hours free funded sessions which run Monday - Friday as either a morning or afternoon session.

**Morning Education session 8.45am - 11.45am** Miss Bourke  
Mrs Lakin  
Ms Cunningham

**Afternoon Education session 12.40pm - 3.40pm** Miss Bourke  
Mrs Lakin  
Ms Cunningham

We are also able to offer extended provision for parents/carers who require the flexibility of combining a free funded nursery session with additional hours, at a charge to be paid monthly by the parent/carer. We are also able to accommodate 30 hours funding through this provision.

The sessions available and charges are detailed below:

**CHAMPS - Breakfast** Mrs Buckley  
7.45am - 8.45am  
£4.50 per hour

**Additional AM/PM Session in Extended Nursery** Mrs Butlin  
8:45am - 16:00pm  
£4.50 per hour

**CHAMPS - After school provision** Mrs Buckley  
16:00pm - 18:00pm  
£4.50 per hour

If your child attends our extended provision for lunch then you can add an optional hot dinner at a cost of £2.10 per day.

All before and after school extended sessions include snacks and light tea.

If your child is not of main school nursery age we may have places available in our extended provision.

Please contact Mrs Butlin on [k\\_butlin@manorpark.coventry.sch.uk](mailto:k_butlin@manorpark.coventry.sch.uk) to check the availability and get a personalized costing to meet your specific needs.

All pre-booked sessions must be paid for. No refunds will be given for sessions missed due to illness or holidays.

## Extended Provision - 2 Year Olds

We also have a range of private sessions available for children who are 2 years old in our EYEP nursery setting. As soon as your child turns 2 years old, they can access any of the sessions highlighted below at the cost noted, subject to availability. Funded places are also available on request. We can provide support in applying for funding and we can offer individualised provision for your child, tailored to the needs and requirements of each family.

Session Costs:

### **CHAMPS - Breakfast**

7.45am - 8.45am

£5.00 per hour

Mrs Buckley

### **Additional AM/PM Session in Extended Nursery**

8:45am - 16:00pm

£5.00 per hour

Mrs Butlin

### **CHAMPS - After school provision**

16:00pm - 18:00pm

£5.00 per hour

Mrs Buckley

If your child attends during lunchtime, then you can add an optional hot dinner at a cost of £2.10 per day.

Please contact Mrs Butlin on [k\\_butlin@manorpark.coventry.sch.uk](mailto:k_butlin@manorpark.coventry.sch.uk) to check the availability and get a personalized costing to meet your specific needs.

All pre-booked sessions must be paid for. No refunds will be given for sessions missed due to illness or holidays.

## Welcome to Manor Park Nursery

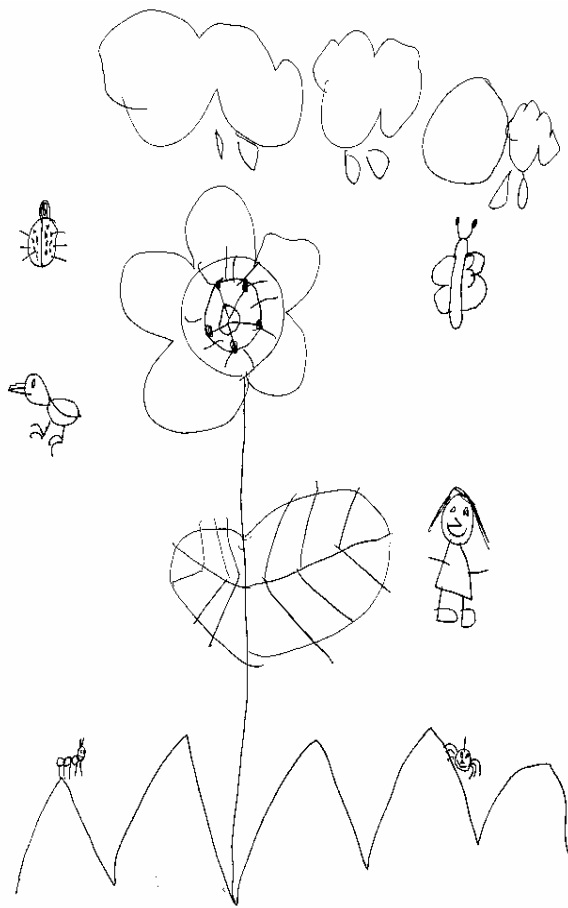
We regard ourselves as very fortunate in having a nursery class as part of Manor Park School. Children are able to develop both socially and academically through a range of structured activities within a safe and welcoming environment. The early year's education that they receive in our nursery establishes a strong foundation on which to build during the rest of their school life. The nursery is an essential element of the school due to the hard work, expertise and commitment of the staff.

We like to feel that all children attending the nursery understand that they are valued members of the school and that parents regard themselves as partners with us in the education of their children.

The school has an active and successful Parent Teacher Association that organises and runs a range of social and fund raising events, including Concerts, Quiz nights and Christmas and Summer Fairs. We would welcome your participation if you feel that you would like to become involved.

I am sure that your child will have an enjoyable and rewarding first year at Manor Park School and will develop socially and academically during the next seven years of their primary education in what we consider to be a happy and successful school.

Jill O'Connor  
Headteacher



## **Admission Arrangements**

As part of our admission procedure we will invite you firstly to attend a meeting in the hall with the Headteacher to welcome you to Manor Park Primary School. This will then be followed by a meeting in Nursery with the nursery staff to provide you with lots of information with regard to your child starting Nursery. At the end of the meeting we will be giving you your information packs. We will also ask you to sign up for a meeting with your Keyworker to go through your admission forms and to answer any questions you may have and we will also need to take a copy of your child's birth certificate at this meeting. Please could you also bring with you a recent photo of your child and parent/carer for us to keep.

### **30 hours free funded sessions**

Available only between these times - 7.45 am and 6.00 pm

We will be offering 30 hours of free childcare in line with Government guidelines.

*Eligibility rules are:*

- Your child will be aged 3 or 4 when the scheme starts in your area
- Both parents must be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,00
- The person applying for the childcare (usually the parent but could be their partner) is resident in the UK.

To see if you are eligible and to obtain your unique funding code, please visit:  
[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Any additional hours or Champs care will incur an extra cost

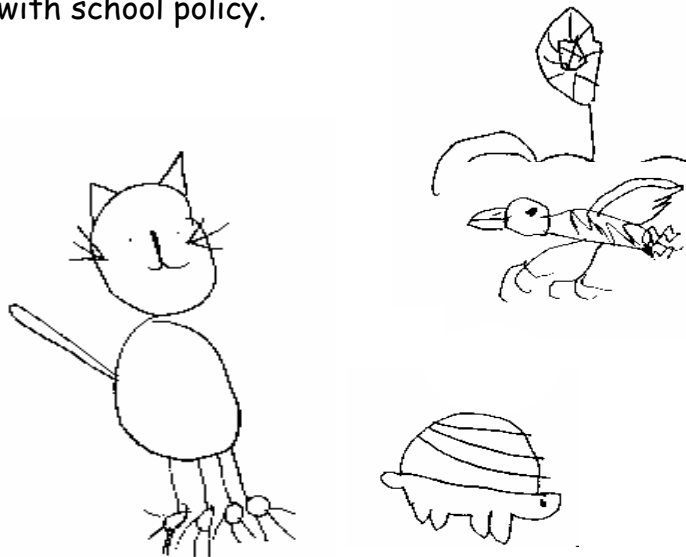
## **"Settling in" Procedure**

In order to give each child the maximum opportunity to settle into nursery, we like to admit the children in small groups in September. All full time places will commence during the first full week of the autumn term with part time places following straight after. This enables us to begin to get to know each child (and parents/grandparents) and in so doing facilitate early adjustment to their new environment.

For certain parts of each session, the children will be part of a family group under the direction of their key worker. The children will remain in these groups for the duration of their time in the nursery. The groups are called Woodpeckers, Kingfishers, Nightingales, Sparrows, Swallows, Owls and Robins. The younger children are Caterpillars and Butterflies.

## **Refreshments**

Milk or water will be provided daily for each child. We promote the importance of healthy eating from a very young age so we also will provide the children with a piece of fruit or raw vegetable each day. If you wish to provide your own then that is acceptable but please do not send any alternative to the above as this is in line with school policy.





## Collecting and delivering your child

For the safety of your child it is vital that you arrive and collect children on time for nursery sessions. Nursery doors must be locked at all times. Children who miss the start of sessions can feel upset and equally become upset when they are the last child to be picked up. If you should be late for any reason please take your child to the main school office where they will be registered and brought into nursery.

The nursery does not have its own secretary, so emergency messages, for example why a child may be absent can be given to the school office and they will pass them on. Alternatively, you can always send us a message via another parent or via seesaw. If you wish your child to be collected from nursery by someone else e.g. childminder, grandparents, friend or another parent, could you please remember to inform your child's key worker at the beginning of the session.

## Nursery Organisation

Each session is organised as follows:

- Signing in and settling: child initiated activity
- Adult led activities in family groups
- Planning time and a range of adult supported and child initiated activities in the indoor and outdoor classroom
- Tidy up time
- Adult led activities in family groups

Every member of staff will be involved in the care and education of your child. Each group will experience all the curriculum areas on a rotating basis and will have the same member of staff for the whole year during group time. The aim will be to both encourage the child to make choices and also to ensure that they experience the entire curriculum.

The organisation of the sessions may be altered to suit the needs of children throughout the year.



## Nursery Uniform

Children who attend one of our nurseries and are of nursery age, in Kingfishers, Sparrows, Owls, Woodpeckers, Nightingales, Swallows and Robins key worker groups, are required to wear a white polo shirt and a green school V neck sweatshirt /jumper or cardigan, purchased or knitted. Green/white gingham 'summer' dresses can also be worn. Jogging bottoms are comfortable and practical for the children to wear in addition to their school tops.

Children who are in Caterpillars or Butterflies key worker groups do not have to wear a school uniform and casual, easy to manage clothing suitable to the environment is best.

Embroidered items with our school logo are available from our uniform supplier:

**Andy Blair Sports and Schoolwear**  
**88-90 Barker's Butts Lane**  
**Coventry**  
**CV6 1DY**  
**024 7659 8080**  
[andyblairsports@yahoo.co.uk](mailto:andyblairsports@yahoo.co.uk)



We would be grateful if you could provide a complete change of clothes for your child in a named drawstring bag to hang on their peg. If we need to change your child could you please return their spare clothing to their pump bag the following day.

Working in the outdoor classroom is an integral part of the nursery session at all times of the year. Please make sure that your child has a pair of named wellington boots on their peg and is suitably dressed. They will also need a coat with them to ensure that this can take place. You will also need to supply a sun hat for your child to wear during the summer months.

**Please make sure that all clothing that is worn in school is clearly marked with your child's name!**

## Parental help and involvement

Nursery will lay the foundations for your child to become independent and self-motivated. If there is anything at any time that concerns you and you would like to discuss it with any member of staff, we always welcome it. In line with school policy there will be regular opportunities for you to attend parent consultation evenings to discuss your child's progress with their key worker. We hope that we can develop a real partnership with you during the year that your child will be with us.

In the nursery, we create an atmosphere which is warm, informal, friendly and welcoming. Once your child has settled into nursery, we would welcome and hope that you can find time to come into nursery to help out or join in the on-going activities. It does not need to be on a regular basis just when you want to. Many parents have special skills which they may like to share e.g. reading a story, cooking, sewing, making or repairing equipment for us or maybe just enjoy mixing paints. Whatever you would like to do you would be most welcome.



## The Nursery Curriculum

We follow the Early Years Foundation Stage Curriculum in all our planning, teaching and assessments. This curriculum is planned to ensure progression and continuity of skills in the following seven areas of learning over the nursery and reception year. The seven areas of the curriculum are split into Prime areas and Specific areas.

The prime areas are:

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

The specific areas are:

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

The curriculum in the nursery is mainly through play which is observed and recorded in order to ensure progression. Within the structure we encourage children to develop their own ideas, initiatives and skills. At this stage young children are physically developing rapidly and need the opportunities for developing co-ordination skills and involvement in physical play.

Many opportunities are planned to develop confidence and a degree of autonomy including the ability to persist in problem solving and to learn from mistakes. The development of children's language is given highest priority to enable understanding of increasingly complex ideas and to shape developing powers of thinking and feeling. The curriculum also involves the development of each child as a sociable and co-operative person, one who is ready to play a part in the community.

During the year we will follow a range of topics through which learning in the seven areas will be developed in the indoor and outdoor classroom.

The topics followed in nursery link with those taught in Reception. They are flexible and are adapted to suit the children and incorporate their interests and particular needs. Details of each topic will be given to parents on a regular basis. In addition, an outline of some of the main activities that the children will be involved in will be displayed in the entrance hall along with other useful information.

Details of activities that children will be involved in during extended provision are provided on their notice board. You can also access information via our school website. You will receive login and password details when the children have settled into Nursery.

## EXTENDED PROVISION

All extended provision is provided at the Upper Phase of the school. We have our own entrance, accessed via the upper phase gate.

Breakfast sessions 7.45 - 8.45am

Children can arrive any time from 7.45am. Breakfast is included in the price and is served until approximately 8.30am.

Nursery extended day 8.30am - 4.00 pm

During the nursery extended day, children are based in our playroom. We also have use of the dining room and the school grounds.

Children are able to access core provision and our planning evolves by following children's interests together with offering complimentary activities using the guidance of the EYFS. We aim not to repeat activities they may experience during their nursery education sessions, and or after school sessions.

Healthy snacks are provided with free access to fresh water. A two course cooked meal is included in the charge. Parents are able to supply a packed lunch for their child if they do not want the cooked meal provided. Weekly menus will be displayed for parents' information. All dietary needs will be catered for. Lunch is served in the Early Years dining room and staff sit and eat with the children. After lunch the children return to the playroom to prepare for their afternoon session in nursery.

After School Provision CHAMPS 3.30 - 6.00pm

Children who are booked in for the teatime sessions will be collected from the nursery and taken back to the Extended Provision area. Children are provided with a light tea and healthy snack.

EDUCATION LUNCHTIME SESSIONS 11.30am - 1.15pm or 11.15am - 12.40pm

These sessions are available for children who attend morning nursery or afternoon nursery.

Children are taken to the dining hall where they can eat their packed lunch and then 'stay and play' until 1.15pm or go to nursery sessions. Parents need to use the Extended Schools entrance when dropping or collecting their child.

For more information, staff can be contacted by telephoning the school on:  
024 7650 1736

or CHAMPS mobile 07788671709

## What Did You Do At Nursery Today?

*'What did you do at Nursery today?'*

'Well, I sat at the dough table and rolled dough in my hands. Lucy said hers was a snake but mine, mine was a worm. The lady talked about long ones and short ones, and fat ones and thin ones, and Mummy, Sarah rolled her dough so long it went right over the end of the table. And no one said 'What are you going to make - a cake would be nice'.

*'Yes but then what did you do?'*

'I played on the climbing frame and, do you know Mummy, I can climb to the very top step'.

*'Yes, but did you do anything today?'*

'Sarah and me went to the paint table. It was lovely; all gooey and slippery on our hands, and we made lots of patterns with our fingers and elbows. Sarah had a yellow paint and I had red and Mummy, do you know what, the paint went orange! And no one said, 'What a mess you made'.

*'Yes, but what else have you done?'*

'At milk time it was my turn to pour the milk and give the apples out'.

*'And then did you do anything else?'*

'I made lovely trailly patterns in the sands and Sarah and I had a race to see who could put the sand in the sand wheel quickest'.

*'But then did you do anything?'*

'At story time I was tired so I sat on the lady's lap and the story was about a caterpillar - and do you know what Mummy, caterpillars turn into beautiful butterflies'.

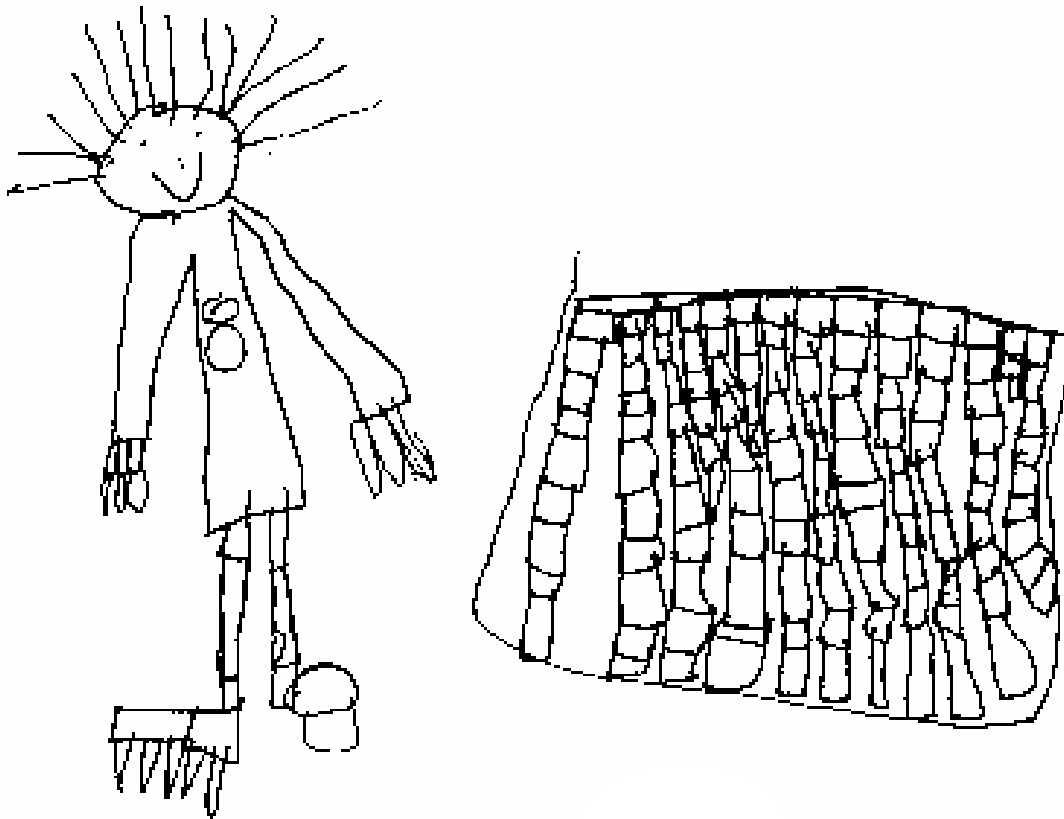
*'So, did you do anything today?'*

'We sang 'Happy Birthday' to Nicholas and counted the candles on his cake'.

*'But did you do anything today?'*

'Yes, when the lady said it's time to tidy up, I quickly painted you a picture 'cos I knew you'd say, 'What did you do at nursery today?'

Please remember children at this age are learning many varied and essential skills through their play and will often not have anything to bring home to show you.



### **Home library**

Once the children are settled they will begin to bring home a library book of their choice each week. When it is returned, they may borrow another one. We hope that you will enjoy the pleasures of sharing books with your child. Please show your child how to care for the book by helping him/her to turn the pages gently and giving him/her a special place to keep it. Children will need a book bag which may be purchased from:

**Andy Blair Sports and Schoolwear**

**88-90 Barker's Butts Lane**

**Coventry**

**CV6 1DY**

**024 7659 8080**

**[andyblairsports@yahoo.co.uk](mailto:andyblairsports@yahoo.co.uk)**

The children will have a specific library day for exchanging their books.

## Your Child's Health

We hope that your child enjoys good health during their time at nursery. If, however, your child does develop an infectious illness we would ask you to follow the recommendations detailed on the chart.

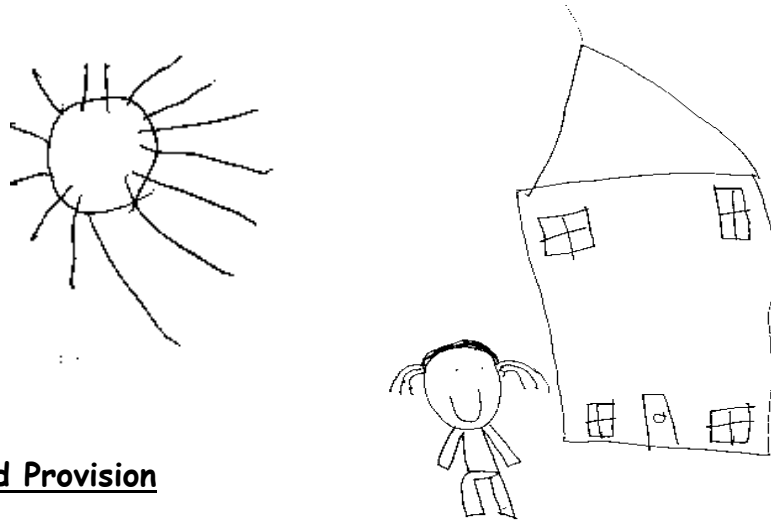
Remember even if your child feels well they may still be infectious and other children can quickly become infected if they come into contact with them.

In line with school policy staff are not allowed to administer any medicines other than inhalers during the education sessions.

Inhalers must be clearly named and regularly checked by parents to ensure they are kept within expiry dates.

Please be aware of head lice and check your child's hair frequently. If infected, children should not be sent to nursery until all treatment is completed.

If your child becomes ill during the nursery session we will contact you when we feel this is necessary. You will always be informed immediately if your child has a bump to their head.



## Extended Provision

Staff are able to administer prescribed medicines only for children in extended care.

Parents and carers must sign a consent form stating how many times medicines need to be administered. Any medicines sent into nursery must be clearly named and a treatment book will be signed by staff when treatment is given to the child.



## Infectious Diseases

Disease	Symptoms	Incubation	Time off school
Chicken Pox	Oval, watery blisters starting on trunk	14 days	Until spots scab over (7 days or more)
Hands, foot and mouth disease	Small blisters on palms, soles and in the mouth	3-7 days	Until the blisters have gone
Impetigo	Golden, crusted area		Until cured
Measles	Red spots joining together to form red, blotchy areas	10-14 days	Until 4 days after the appearance of the rash
Mumps	Swelling of the glands at the angle of the jaw	14-21 days	About 7 days
Ringworm	A rounded area of rash that slowly enlarges		Until treated
Rubella (German Measles)	A non-specific, mild, fine red rash.	14-21 days	4 days after rash has appeared
Scabies	Generalised itching	At least 2 weeks	Until treatment has been given
Sickness and diarrhoea			48 hours after symptoms have finished
Slapped cheek	Red cheeks as if slapped, followed by a body rash	5-20 days	Until rash starts to fade
Whooping cough	A chronic, severe cough	7-10 days	Up to 28 days
Conjunctivitis	Watery, itchy eyes		No exclusion necessary as long as treatment has been given.

## Links with the primary school

The nursery is run as part of the main school with one teacher having overall responsibility for the organisation and day-to-day running in consultation with the other staff, Headteacher and Governors. **OBTAINING A PLACE IN OUR NURSERY DOES NOT GUARANTEE OR GIVE PREFERENCE FOR ADMISSION TO MANOR PARK PRIMARY SCHOOL.** You will be given a leaflet when your child starts Nursery explaining how to apply to Coventry City Council for a school place for the following September. Please visit the website for further information [www.coventry.gov.uk/admissions](http://www.coventry.gov.uk/admissions) or contact the school office.

As the year progresses many links with the reception classes are strengthened. The children begin to use the hall as and when appropriate for P. E. sessions and take part in special events. These experiences will help the transition to school for your child.

We, like you, want the very best for your child and we do all we can to ensure that nursery equips your child with the skills required to enable him/her to make the most of his/her future schooling.

We hope that you will take full advantage of your nursery place and bring your child every day.

# School terms dates 2020-2021

**August 2020**

Mon	Tu	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September 2020**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October 2020**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November 2020**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December 2020**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January 2021**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February 2021**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March 2021**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April 2021**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May 2021**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2021**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July 2021**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<b>Term time</b>	
<b>Holiday</b>	
<b>Bank holiday</b>	
<b>Weekend</b>	

<b>Summer Bank Holiday</b>	31 August 2020
<b>New Year Bank Holiday</b>	1 January 2021
<b>Good Friday</b>	2 April 2021
<b>Easter Monday</b>	5 April 2021
<b>May Day Holiday</b>	3 May 2021
<b>Spring Bank Holiday</b>	31 May 2021



Coventry City Council

[www.coventry.gov.uk/termdates](http://www.coventry.gov.uk/termdates)