

# Drove Primary School



## WELCOME to DROVE PRIMARY SCHOOL

### 'The Roots to Grow and the Wings to Fly'

I would like to welcome you and your child to Drove Primary School and thank you for taking the time to find out about our very special school.

Making the decision about which school is the right one for your child can be a difficult one, but we hope that this booklet will help to give you a flavour of Drove Primary School Early Years and the learning opportunities we provide.

We work hard to set high standards for all in terms of both academic and emotional aspects of learning. We want all children to succeed and achieve their potential in a safe, happy and caring environment. We encourage the children to feel part of our 'school family' in which everyone is valued and feels important and very special.

We believe that education is a partnership and the involvement of our parents in this is essential. You will always be welcome into school, to share in all aspects of your child's progress and development. We encourage you to come into school and work with us if you have any free time. 'Linger and Learn' and 'Stay and Play' sessions are part of our everyday life, involving parents learning alongside their children. Parental support plays such an important role in children's education.

Childhood is a very special time. You have our promise to ensure that we will make these school years as rewarding as possible by providing a curriculum which is fun, engaging and full of memorable experiences.

Our children are at the centre of everything we do. When you visit the school you will see how our vision and values shine through and support the development and growth of your child at every step.

We are very much looking forward to working with you and your child.

Mrs Helen Swanson

Principal

# Drove Primary School

'The Roots to Grow and the Wings to Fly'

## Welcome Booklet



## Green and Yellow Nursery

Drove Primary  
School

# Drove Primary School



The Governors and Staff would like to welcome your child and your family to our Nursery.  
We hope you find the welcome booklet a useful guide for your child's first experience of school.

**Drove Primary School**

**Drove Road, Swindon, SN1 3AH**

**Head Teacher: Mrs H Swanson**

**Assistant Principal's: Mrs B Bardwell and Mr S James**

**Early Years Lead: Mrs H Phillips**

**Yellow Nursery Teacher: Mrs N Sheen**

**Green Nursery Teacher: Miss R Richardson**

**Main School Office: 01793 818608**

**Office Staff: Mrs R Ainswoth Miss B Ellis Mrs P Hooper**

**Nursery Office: 01793 818600**

**Office Staff: Mrs D Lucey**

**Website: [www.drove-pri.swindon.sch.uk](http://www.drove-pri.swindon.sch.uk)**

## Nursery Opening Time

**Morning Sessions: 8:30am-11:30am**

**Afternoon Sessions: 12:30pm-3:30pm**



## Our Aims

*We strive to:*

- Provide a happy, safe, and secure environment which promotes respect for each other.
- Create a stimulating, fun and engaging environment with child centred and adult initiated play which promotes children's enthusiasm towards learning.
- Deliver a broad and balanced Early Years Curriculum based on the 7 Areas of learning outlined in the Early Education Development Matters.
- Create a positive and mutual partnership with parents and value the help and guidance they give to their children.
- Help children to make sense of the world they live in.
- Encourage the children to make their own decisions and choices and support them in becoming independent.
- Provide a language rich environment to encourage communication skills.



## Starting Nursery

Starting Nursery is an important milestone in your child's life. We will do all we can to help them feel, welcome, safe and secure. We are aware that this is also a big step for you as parents. We value the input you, as parents, have already made in your child's education and we look forward to developing a partnership with you.

### Preparing Your Child

Starting nursery is a very exciting time for young children and together we can make it a happy time for them. Before starting nursery, a member of staff from your child's nursery will come to your home. During this time, we will ask you to fill out our school paperwork, but this visit will allow you to ask any questions you may have.

**It is important that you talk to your child about coming into nursery and about the things they will be doing and the new friends they will make.**

**It is also important to remember that every child is different. Some children may take longer to settle than others.**

### Leaving your child

Leaving your child for the first time can be daunting and a little upsetting. Always make sure that you say "goodbye" to your child and tell them you will be back. You can also tell them what you are doing while they are in Nursery.

### Starting Nursery

When your child starts Nursery, you will find that only a few children will start on the same day. By doing this, we find the children settle quickly into the routine. This makes the transitions from home to nursery a smooth and positive experience for you and your child.

### Your Child's First Day

On your child's first day, they will attend nursery for 1 hour. This allows their teacher to get to know them and see how well they have settled. When the time is right your child's teacher will approach you to talk about extending their hours. **Remember all children are different and some will take longer to settle.**



## Partnerships with Parents

Parents are children's first educators. The experiences and opportunities that you provide for your child will have an impact on their education. When parents and teachers work together, this will have an even bigger impact on their learning. We value our parent/ carer partnership and we need you, to help make this most important time in your child's life, fun, exciting and engaging as possible.

### Updates and News

We want to keep you informed about the activities and learning experiences that your child will be taking part in. We communicate to our parents using:

- Termly Newsletters (accessible on the school's website)
- Letters or reminder slips
- On our Facebook page: **Drove Primary School**
- Text Messages- we send out dates and reminders via our text messaging service.

### Parent meetings

We hold 2 parent's evenings each year to discuss your child's progress. However, we have an open-door policy at Drove, so please do not wait for these meetings to discuss any concerns, worries or questions you have. Please speak to us at the beginning or at the end of the session. If your class teacher is not available, you can book a meeting through the Admin office.

### Events

We hold termly events and invite parents to come into the nursery and spend time with the children. These are known as 'Parent Stay and Plays'. The teachers plan a range of activities, based on the topic that term. It is a very happy and welcoming time and you are able to spend valuable 1:1 time with your child. You are also able to ask your child's teacher any questions you may have.

We also hold termly 'Book Look' sessions. During these sessions you are able to come into nursery and look at your child's learning journal and see their progression throughout the year.



## How you can help

### Dropping off and Collecting your child from Nursery

- Please ensure you are on time when dropping off and collecting your child from nursery.
- If you are late for any reason, please go to the Nursery Office, Mrs Lucey will sign your child in and take them to their class.
- Please tell a member of staff if someone different is collecting your child from nursery. Please ensure they have the **password**. Without a **password** your child will not be allowed to leave the Nursery. This is for their safety.
- Your child must be brought into the nursery and collected by a person over the age of 16 years.

### Absence or Illness

- Please contact the Nursery office if your child is not able to attend their nursery session. If there is no answer, please leave a voicemail.
- If your child has a slight cough, cold or temperature, we recommend giving them Calpol before their session and to still bring them in. We will contact you if their symptoms do not change. This will ensure your child has good attendance which is very important.
- Please keep us informed of any changes of address or contact numbers so that we can get in touch if your child is unwell.
- If your child has a hospital or doctor's appointment, we need to see the paperwork to confirm this. Please pass on this information to the nursery office.
- Please inform us if your child is going on holiday during term time. no time off during term time will be authorised. If you do wish to take time off during term time, please collect a pink form from the office where they will discuss it with you.
- If your child has had sickness or diarrhoea, please keep them at home for 48 hours after their last period of sickness.

### Toileting

It is expected that any child over the age of 3 entering our nursery is toilet trained. If your child is still in nappies, then please discuss their needs with the class teacher or Early Years Leader.



## How you can help

### Clothing and Personal Items

- Children at nursery do not wear a uniform.
- Please ensure your child wears sensible and comfortable clothes.
- It is important that they are dressed in clothes that they can cope with when going to the toilet.
- Please do not dress your child in layers. It is nice and warm in nurseries and if the children are moving around the nursery, they can become hot. If they are dressed in layers the children find it difficult to regulate their temperature, leading them to feeling unwell.
- Children should be dressed in clothes that you do not mind getting wet or dirty. We do lots of messy play.
- Every child will have their own peg with their name on.
- Please supply a bag full of spare clothes, pants, and socks. If your child has an accident or gets muddy while playing outside, they will need to be changed into dry clothes. This bag can stay on your child's peg.
- Dress your child in appropriate clothes according to the weather. Hat, scarf, and gloves if it is cold and sunhat and sun cream if it is hot. We go outside every day, even if it is raining, so it is important they are dressed accordingly.
- Please do not allow your child to bring in toys from home, as they can get lost or broken.
- **Finally, please label every item that your child brings into nursery with their name: shoes, bags, clothes, sunhats, gloves, scarves, water bottles.**

### Nursery Donation

At Drove, we ask for a mandatory payment of £1.00 per week. You are able to pay up front which is £38.00. The money will be used towards extra supplies such as, baking ingredients and playdough ingredients. You can pay for your child's snack through Parent Pay.

### Parent Pay

We are a cashless school. When your child starts nursery, you will receive a Parent Pay letter with your username and password. We use this system throughout the school. By using this system, you will be able to pay for your snack and for school trips. You will also receive a letter with a pay point barcode which you can also use to make payments.

# Drove Primary School



## Snack Time

During each session, your child is provided with a piece of fresh fruit and offered milk or water. Using the nursery donations, we also provide your child with a variety of different snacks, for example, crackers, yoghurts and cereal. The children sit at a table with their friends and a member staff. During this time, we initiate conversations with the children, this develops their listening and turn taking skills. Please inform us if your child has allergies or should not eat certain types of food.

## Leaving Drove

If you wish to leave Drove, you will need to inform the main school or nursery office. You will be given a leavers form to complete which needs to be returned back to us. You need to provide the school with 4 weeks' notice.

## Documenting your child's learning

At Drove, we use Tapestry to document your child's learning. Tapestry is a secure online Learning Journal that we use to record photos, videos, and observations. Each child will have their own personal learning journal which is a record of their achievements. It will gradually fill up with photos, examples of their work and records of observations carried out by the key persons.

Their journal will be printed at the end of every term. You will be able to see them during our 'Book Look'

## Starting in Reception

sessions.

Starting in Nursery or Reception is a big step for both parents and children. There are probably a number of questions you will think of throughout the year so please do not hesitate to get in contact with any member of staff or the Early Years Lead to answer any questions/ queries you may have. We arrange transition days in Term 6, during which your child will spend their mornings/afternoons in Reception. They will become familiar with the adults and environment making the start of Term 1 a positive experience.





## Curriculum

We plan cross-curricular activities using the 7 Areas of learning outlined in the Early Education Development Matters. This ensures children are exposed to high quality and engaging learning activities. These 7 areas are further developed in Reception. Each of the 7 areas are broken down into two or three sections. We have the Prime Areas and the Specific Areas. The Prime areas are the main areas we aim to develop first through our nursery.

The 7 Areas of Learning are:

Prime Areas:

**Personal, Social and Emotional Development**

Making relationships    Self-confidence and Self Awareness    Managing Feelings and Behaviour

**Communication and Language**

Listening and Attention    Understanding    Speaking

**Physical Development**

Moving and Handling    Health and Self-Care

Specific Areas:

**Literacy**

Reading    Writing

**Mathematics**

Numbers    Space, Shape and Measure

**Understanding the World**

People and Communities    The World    Technology

**Expressive Arts and Design**

Exploring and Using Media and Materials    Being Imaginative



## Personal, Social and Emotional Development

Personal, Social and Emotional Development supports children to learn to get on with others and make friends, understand and talk about feelings, learn about right and wrong, develop independence and their self-esteem. This area, along with Communication and Language are vital areas of children's development. It helps them to interact and form strong and positive relationships in later life.

### Children will be given the opportunities to:

- Develop and make friendships with other children and share experience with other children through classroom activities, role play, school trips
- Learn how to communicate with others (initiating conversations)
- Build relationships with the adults
- Develop their self-esteem
- Learn about themselves and begin to manage and express their feelings in appropriate ways and develop empathy towards others
- Develop the confidence to ask adults for help
- Collect the resources they need to carry out a task (developing independence)
- Take turns during games, activities, conversations



## Communication and Language

As children develop speaking and listening skills, they are building the foundations for learning. We promote communication and language through adults speaking in clear, short sentences whilst providing constant eye contact. When having conversations with your child, we will often repeat back their sentences to them, this is to help build your child's vocabulary and understanding of sentence structure. Adults will comment on the things they are doing and also what your child is doing.

### **Children will be given the opportunities to:**

- Talk in front of the class. Sharing their own experiences and developing their confidence to speak in front of others
- Listen to and enjoy a wide range of stories during our adult led story times
- Engage in circle time activities promoting eye contact and communication
- Understand basic concepts i.e. Big/Little
- Ask and answer who, what, when, where and why questions
- Carry out simple instructions
- Retell and share stories about themselves
- Extend and build upon their vocabulary



## Physical Development

This area plays a vital part in children's development. At Drove, we place great emphasis on developing the children's fine motor (small movements) and gross motor (big movements) control. Children have access to the outdoors where they can run, jump, climb, skip and explore different ways of moving. We also have Fine Motor activities set out in the classroom for the children to complete. These activities help the children to improve their scissor control as well as their pencil grip. We also teach the children how to be independent so they can go to the toilet by themselves, wash their hands and get themselves dressed and undressed. We talk to the children about the importance of a healthy lifestyle including healthy foods and exercise.

### Children will be given the opportunities to:

- Develop special awareness, balance, control, and co-ordination
- Develop gross and fine motor skills
- Climb and jump off equipment appropriately
- Develop their control in holding and using jugs to pour
- Use one handed tools effectively e.g. scissors
- Move in a range of ways i.e. shuffling, hopping, crawling
- Throw and catch objects promoting hand-eye co-ordination
- Hold a pencil between their thumb and 2 fingers
- Copy and form letters
- Develop their awareness of health, hygiene and safety and the importance of a healthy diet, rest, sleep, and exercise.

# Drove Primary School



## Literacy

This area involves both reading and writing. We have self-registration at the beginning of each session. This allows your child to begin to recognise their names and the letters in their name. Once they confidently recognise their name, they will start to write it. This is a skill they need when coming to Reception. We encourage the children to mark make and to speak about what they have written. We encourage the children to read and look at books. We promote conversations and talk about the pictures in the book. We expose the children to fiction and non-fiction books.

### Children will be given the opportunities to:

- Explore the wide range of mark making tools in the indoor and outdoor environment: chalk, paints, water,
- Access Phase 1 phonics. Your child will learn about environmental and instrumental sounds, body percussion, rhythm and rhyme, alliteration, voice sounds and oral segmenting and blending. When children move to Reception, they will access Phase 2 phonics.
- Listen and engage in stories during story times- promoting listening and attention skills
- Recognise and write their name
- Read books independently or with friends
- Explore and write letters of the alphabet



## Mathematics

In Maths, we teach the children the basic skills. When they enter Reception, these skills are further developed. We teach the children numbers 1-5 and when they can confidently recognise all 5 numbers, we move on to 6 -10. We teach the children to subitise numbers on a die. Subitise means to be able to recognise the pattern on the dice without counting. We explore 1:1 correspondence, grouping objects and shapes.

### Children will be given the opportunities to:

- Learn about 2D shapes: Square, Circle, Rectangle and Triangle
- Explore patterns: colour patterns and shape patterns
- Understand the value of numbers: 1:1 correspondence
- Explore numbers in the environment
- Write numbers using different mark making tools
- Develop and use positional language: under, behind, next to, in front of, on top of
- Make different arrangements using shapes
- Talk about everyday objects: round, tall, big, small



## Understanding the World

In this area, the children will learn about the world, those who live in the world around them and their community. We celebrate many festivals, for example, Chinese New Year, Holi, and Diwali. We provide the children with opportunities and experiences to discuss changes over time. In spring, we have Caterpillars, which then turn into Butterflies. This allows the children to see the physical changes over time. As well as this, we look at the seasons and plants. The children have opportunities to use I-pads. They are encouraged to complete simple programmes.

### Children will be given the opportunities to:

- Explore the world around them: school trips, access to the outdoors, free learning
- Talk about their families
- Share experiences and events with the class or in small groups
- Explore different occupations
- Show care and concern for living things: class pets
- Explore changes over time: seasons, life cycles, weather. In spring, the children will have the opportunity to watch Caterpillars grow into Butterflies. We then release them outside as a class
- Use I-pads, computers and electronic games and complete a range of educational games and programmes.



## Expressive Arts and Design

Through this area of learning, your child will be encouraged to be creative. We provide the children with many opportunities throughout the day to express themselves. We dance and sing as well as providing the children access to explore the creative resources independently. We have a planned activity each week that is based on either the book we are looking at that week or the topic we are exploring. We have a role play corner, which is a dedicated home corner. The children enjoy acting using this area to act out what they see at home as well as having conversations with others.

### Children will be given the opportunities to:

- Sing and dance to well-known children's songs. Promoting physical development and rhythm.
- Use a range of musical instruments and explore the sounds they make
- Explore colour and textures: Mixing colours and building vocabulary regarding the textures of different material- rough, smooth, sticky, slimy
- Engage in role play: building on communication and social skills, developing friendships with other children, exploring the role of their character.
- Build, balance and make objects using different construction materials: wooden blocks, Lego
- Use a different range of tools and discover their purpose
- Create and use the resources around them to support their role-play