



# Treetops Foundation Unit



**Nursery  
and  
Reception**

# Introduction

"A perfect start to your child's educational journey."

Duddon St. Peter's Primary School is proud to have one of the few Foundation Units in the area. Treetops brings together Nursery and Reception, forming an excellent learning environment where children aged 3 to 5 years old, can follow the Early Years Foundation Stage Curriculum at their own level. Children attend Treetops from a wide area, and the majority continue with us into the main school.



The Early Years Foundation Stage is the curriculum for all children up to five, and is followed by schools and pre-schools registered with Ofsted. The curriculum not only sets the educational criteria for the learning and development of children up to the age of 5 years but also shapes the high standards of practice. It is a framework that we wholeheartedly embrace.

Children can move through the Foundation Stage curriculum at their own pace. As well as focused activities specific to your child's year group, the children also enjoy time working together as one group, sharing our well-resourced indoor and outdoor facilities. Reception children benefit from support, if needed, at an earlier level and Nursery age children can progress through to later stages, if they are ready. Continuity and progression are ensured. Groupings are more flexible to benefit the children and our staff can provide opportunities that are challenging and meet individual needs.

The Foundation Unit further benefits children as they are in the same part of the school for longer. This familiarity makes their first few years of education a time of emotional security which builds their confidence, and reduces the disruption which may otherwise be caused by transition. The children have familiar routines and work with the same familiar team of staff who get to know the children and their families very well, making it easier to cater for their specific needs.



*"We encourage children to grow in confidence, self-esteem and independence"*

At Treetops, every child receives an enjoyable yet challenging experience, tailored to meet their own individual needs. We feel very strongly about this and communicate regularly with you, as parents or carers, so we can deliver personalised learning suited to your child's individual development.

Our primary focus is learning through play and exploration. We strive to create a warm and stimulating environment where learning is fun. We engage in activities that promote and extend children's curiosity and awareness of their world and we encourage children to grow in confidence, self-esteem and independence.

Our positive and caring environment is the perfect start to your child's educational journey, giving them the best possible start in life.



## Meet the Team

Treetops is proud to have a long standing and highly qualified team of Early Years Specialist Teachers and Teaching Assistants.



**Mrs Claire Knight** – Specialised Early Years Teacher.

Claire is a highly experienced teacher who has a PGCE specialising in Early Years teaching and a Masters in Education, focusing on early literacy and writing development. Claire works closely with her team and our parents to ensure the smooth running of the unit.



**Mrs Claire Entwistle** - Specialised Early Years Teacher.

Claire is a highly qualified teacher with a wealth of nursery experience. Claire works closely with Claire Knight in Treetops and also teaches Year One, providing a valuable link for the children's transition at the end of Reception.



**Mrs Lynne Nicholas** – Specialist Early Years teaching assistant. Lynne is highly experienced in her role and has enjoyed many years teaching children in Nursery and Reception.



**Mrs Lesley Garnham** – Early Years Teaching Assistant.

Lesley has valuable experience across all the years in school. Lesley thoroughly enjoys working in Treetops with the younger children.



**Mr Paul Hudson** - Head Teacher.

Paul supports the Leadership Team in delivering the highest possible educational standards so that every child is able to fulfil their true potential.



**Mrs Julie Novak** - School Secretary.

Julie will be your first point of contact for queries and administration issues throughout your child's schooling with us.



**Mrs Jill Speed** – Teaching Assistant

Jill is highly qualified and has a wealth of experience working with children throughout the school.

## A day in Treetops

What your child will be doing day to day:

9.00-9.30am Register

Separate focused teaching time - Nursery and Reception

9.30-11.00am Child initiated activities and focused small group teaching, with differentiated groups for Nursery and Reception, both indoors and outdoors.

10.15-10.45am **Snack**

In the morning, children are provided with a mid-session snack of fresh fruit, milk or water. They are encouraged to access snack independently and quickly learn the routine.

11.00-11.30am Tidy up time and review session.

11.30-11.45am Nursery - sounds, songs and stories

Reception – phonics

11.45-13.00pm **LUNCHTIME**

12.00/12.30pm Collection/drop off - Nursery children who lunch at home.

13.00-13.30pm Register and focused teaching.

13.30-15.00pm Child initiated activities and focused teaching.

14.30-14.45pm **Snack**

In the afternoon, the children are provided a mid-session snack of toast, milk or water which the children sit and eat together. Children in Reception butter the toast; this encourages their independence and provides them with a sense of responsibility, which they really enjoy.

15.00-15.30pm Tidy up and Story Time.

## Early Years Foundation Stage

We have a vibrant and dynamic learning environment, both indoors and outdoors, which is used to develop play, exploration, active learning, creativity and critical thinking. A key part of our provision planning is to ensure that children can develop their characteristics of effective learning. This manifests itself within:

- **Playing and Exploring:** how the children investigate things.
- **Active Learning:** how well the children concentrate and remain focused on their goal.
- **Creating and Thinking Critically:** how the children develop their own ideas and make links between their ideas and experiences.

**There are three prime areas of learning and development:**

- **Personal, Social and Emotional Development.**

We help the children to build a positive self-image and develop relationships with others. Through a variety of activities we aim to help children to learn how to manage their feelings and understand behavioural expectations.

- **Communication and Language:**

We support the children in the development of their speaking and listening skills in a language rich environment.

- **Physical Development:**

We aim to provide opportunities for the children to develop their co-ordination, control and movement, as well as helping them to understand the importance of healthy living.

**Alongside these three key areas are four specific areas which are integrated into the activities we complete to ensure we develop the whole child.**

- **Literacy**

We aim to spark the children's interest in reading and writing through a range of fun, practical activities.

- **Mathematics**

We encourage the development of counting skills, using numbers for problem solving and also understanding of early concepts of shape, space and measure.

- **Understanding the World**

The children have opportunity to explore their world through technology, the environment and the wider community.

- **Expressive Arts and Design**

The children experience a range of media and materials and enjoy music making, art work, dance and role play activities.

## Contact with you

We regard parents as equal partners and believe that from the start, it is vital that parents and staff work closely together; parents should have the opportunity to tell us about their child and learn about our nursery.

Sharing our knowledge will enable us to plan appropriate experiences and learning opportunities.

We provide a range of opportunities to inform you about your child's progress and the activities which they are involved:

- **Parents' evenings:** These are held each term.
- **Learning Journey books:** Throughout your child's time at Treetops, a 'Learning Journey' portfolio is created. It is a beautiful collection of significant steps they take in all areas of learning. Photographs, paintings, observations, mark making /writing are included, along with annotated notes for you to look through.
- **WOW books:** We encourage parents to share children's achievements at home by writing about them and sharing photographs in these books, which can then be shared with the group.
- **Informal discussions:** Staff are generally available to talk to you at the beginning and end of each session. We encourage continuous dialogue between home and nursery to share what is happening in your child's life. If you need to talk to us privately, please let us know so that we can arrange a convenient time to meet.
- **Notice boards:** These are situated in the cloakroom and are regularly updated with information for parents.



## **Nursery Session times**

**Mornings: 9.00am – 12.00pm**

**Lunchtime: 11.45am – 1.00pm**

**Afternoons: 12.30pm – 3.30pm**

**All day session including lunch: 9.00am – 3.30pm**

We offer flexible provision where the children can spend the morning with us and stay for lunch before being picked up at 1.00pm. Similarly, the children can be dropped off for lunch at 11.45am and stay for the afternoon session until 3.30pm.

Doors open at 8.45am parents are encouraged to settle their children in and pass on any messages to staff, leaving promptly whenever possible. Parents arriving at 12.30pm for the afternoon session at 13.00pm are encouraged to do the same.

Children in Reception are required to attend from Monday to Friday, 9.00am to 3.30pm and can bring a packed lunch or have a hot dinner.

We need to ensure that children are handed back safely to their parent or carer. If your child is going to be collected by another adult, we will need you to advise us in writing or contact the school office to let us know.

Please always try, when collecting your child, whether at lunch time or at the end of the day, to be prompt, as being late is unsettling for young children.

## **Cost**

Additional hours beyond the 15 hours per week provided by the government will be charged at £4.50 per hour. If you would like your child to stay for lunch, a hot dinner can be provided at a cost of £2.30 per day, or you can provide your own packed lunch.

We kindly ask for a voluntary contribution of £2.50 per term towards ingredients for activities such as baking, playdough, 'messy' activities and snack.

## **Uniform**

We have a Treetops uniform which is practical and means the children do not have to worry about getting their best clothes messy. We encourage the children to wear aprons as we do a lot of messy activities!

## **Admissions Policy**

New children are usually admitted in the term after their third birthday, however in some circumstances children can join us just after their third birthday.

We have an 'open door' policy and welcome any interested parents who would like to visit.

## Frequently Asked Questions

### *Will I have to leave my child immediately?*

Once your child's place is confirmed we will be in touch to arrange your pre-start visits/settling in sessions. This helps familiarise you and your child with our setting and the team. It consists of two or more sessions where you experience our nursery 'in action'.

Once your child is settled we recommend that you leave promptly after drop off in order to give your child time to become independent.

If your child is upset when you leave them please do not worry, we will always ring you to reassure you.

### *What if my child attends more than one setting?*

We work in partnership with other providers to ensure that your child learns and develops well. If needed, we encourage multi-agency working and have close links with all our primary schools to ensure smooth transition when the time comes.

### *What if my child is ill or needs medicine?*

Please telephone the school office to notify us of any reason for your child's absence. If your child is poorly whilst at nursery, we will call you immediately. Children who are already ill must not be sent in.

Prescribed medicines may be administered in the Foundation Stage Unit but only if an 'Administration of Medicine' form has been filled in.

**Other medicines** e.g. paracetamol, **should not be brought to school.**

### *Bringing things from home*

We do not encourage children to bring in toys, but sometimes young children need a comforter. It will be fine for them to bring that in to Treetops, but once settled, they will be asked to put it into our 'special basket' to ensure that it does not get lost. It will be given back to them at the end of the session.

### *What if my child has an allergy?*

This information would have been included on the emergency details form given to you on entrance. We will therefore avoid any triggers.

### *Can parents/carers come in to help?*

Yes! We like the children to settle for the first half term before putting out a parent rota to choose a session to come in and help. Unfortunately, for insurance purposes, no siblings are allowed. Parents are CRB checked.

### *Will my child do PE?*

We have a PE lesson in the school hall every week. There is no PE kit – the children just take off shoes, socks and jewellery. We develop skills in gymnastics, dance, games, and using apparatus. Please encourage your child to dress and undress independently and to wear easy fastening shoes.

### *What if my child isn't toilet trained?*

We really prefer that your child is toilet trained when they start with us. If your child is soiled in nursery, please do not worry, we have changing facilities and trained staff – accidents happen! Each child needs to have a bag of spare clothes on his/ her peg in the cloakroom.

### *Does the nursery go on visits?*

Yes – we encourage learning outside the nursery setting too. Educational visits are carefully planned and risk assessed. A high proportion of parent helpers is vital.

### *What can I do to get actively involved?*

We have our own 'Friends of Treetops' social committee. We hold regular 'stay and play' sessions and coffee mornings as an opportunity for you to spend time with your child at Treetops and meet other parents.

Parents are invited to organise fundraising events to raise money for resources; these are joint activities as part of the school PTA. This is an excellent way to make friends and meet other parents in a social context.

### *How does the nursery deal with challenging behaviour?*

We always make a distinction between the child and his/her behaviour. We make it clear that the child is welcome, but not the bad behaviour. Rules are not imposed on the children but agreed with them by teaching them about relationships, self-discipline and the skills to negotiate disputes.

### *What next?*

There is no better way to know if Treetops is right for you and your child than to see for yourself.

Please call the school office to arrange a time to come and see us.

*We look forward to meeting you!*

### **Contact details:**

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