

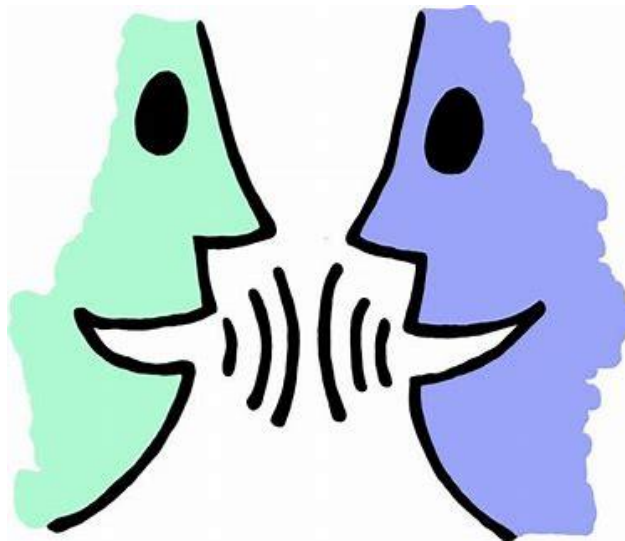


Welcome to Tenterfield Parent Handbook 2023/24



Safeguarding children

At Tenterfield we are committed to safeguarding children and ensuring that they grow up in the provision of safe and effective care.



Keeping everyone safe

- ▶ No use of mobile phones whilst on school premises
- ▶ Always report to the school office if visiting
- ▶ If your child is to be collected by another person who we are not familiar with please notify the office to obtain a password which will be used by the person collecting your child.
- ▶ Please make sure all contact details are up to date
- ▶ Do not open the door to any parents or visitors if you are inside the building.

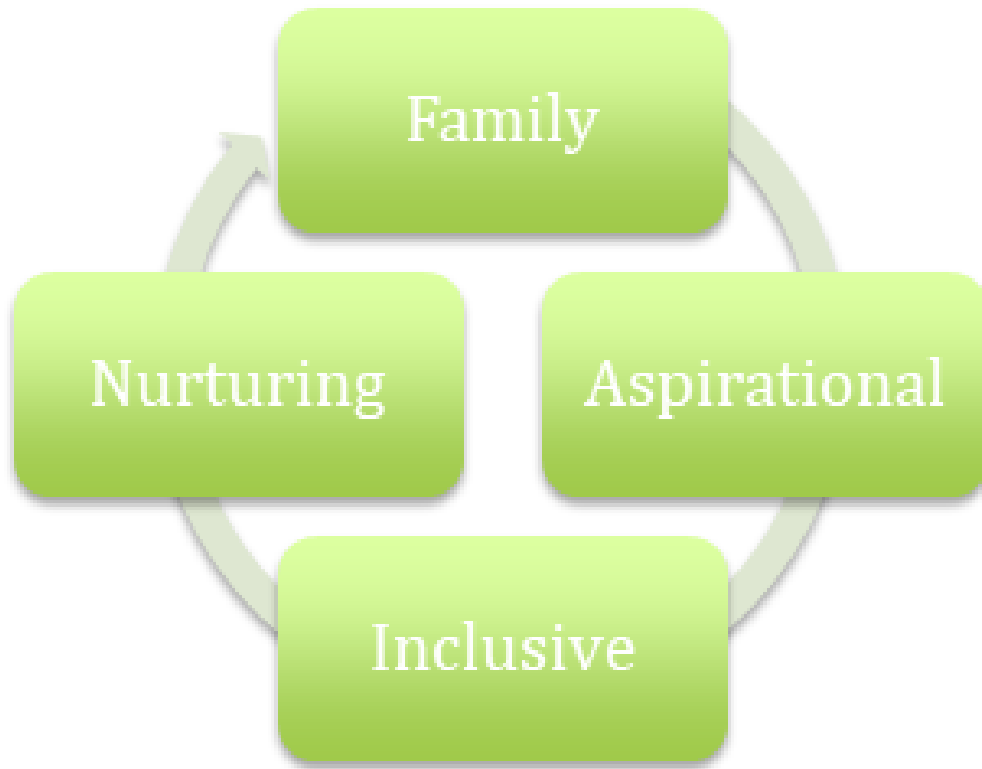




What makes Tenterfield Special?

- 14 Maintained Nursery Schools in Herts
- Structure of a school
- Key person approach
- Nurture for all
- Forest Schools
- A school for every child
- One big family

Tenterfield Values



Welcome to the family!!



Who's Who at
Tenterfield
2023



Mrs Vicky Beare (QTS)
Headteacher



Mrs Holly Brankin (QTS)
Assistant Head
Special Educational Needs
Coordinator
Nurture Group Teacher



Class Teacher Mrs Hebbert
Orange Group Key Person- 15hrs



Miss Sarah Barber (Level 3)
Yellow Group Key Person- 30hrs



Mrs Helen Stevens (Level 3)
Blue Group Key Person- 30hrs



Mrs Ann Day (Level 3)
Green Group Key Person- 30hrs



Miss Sarah Cox (Level 3)
Red Group Key Person- 15hrs



Mrs Francesca Spooner
Pink Group Key Person – 2yr olds
Speech & Language Support
Nurture Support



Mrs Elaine Maidment
Pink group Assistant- 2yr olds



Miss Anya Triaga
Pink Group Assistant – 2yr olds



Rebecca Noble
EV Practitioner
Special Educational Needs



Mrs Nicola Grimwood
EV Practitioner
Special Educational Needs



Mrs Dannielle Dormer
EV Practitioner
Special Educational Needs



Ms Susan Brace
Lunchtime Key Person



Holly Bradley
Office Manager



Ms Rhoda Weir
Admin Assistant



Mrs Zara Borland
Wraparound Lead



Miss Maya Triaga
Wraparound assistant



Miss Alana O'Brien
Wraparound Assistant



Mrs Shirley Pearce
Cleaner

We hope this helps you to recognise all the staff at the nursery. All members of staff are happy to help with any queries you may have and if we do not have the information you need, we will find out and get back to you.

All full time, permanent members of staff have Paediatric First Aid [training](#)

If you have any concerns regarding child protection or [safeguarding](#) please speak to [Vicky Beare](#). In her absence please speak to [Holly Brankin](#), or [Tanya Jackson](#) as deputy designated person for safeguarding.

Pink Group

ROUTINE IN THE NURSERY



8.45am	Door Opens
8.50am	Morning Welcome in Pink room
9.15am	Child Initiated Play within main nursery & Pink room, supported by the adults. Snack time. Nappy change/toileting as required.
11.15am	Tidy up- All the children help to tidy the equipment.
11.30am	Story/singing time
11.45am	Children go home (please come in at the end of every session to sing with us)

Red & Orange Group

ROUTINE IN THE NURSERY

8.50 - 9am	Door Open
8.50am	Busy fingers – welcome time
9.10am	Child Initiated Play supported by the adults with some small group/individual activities that are adult led
11.15am	Tidy up- All the children help to tidy the equipment.
11.30am	Story/phonics/singing time
11.50am	Home time / Lunchtime for Wrap Around

Blue, Green & Yellow ROUTINE IN THE NURSERY

8.50 - 9am	Door Open	
8.45am	Busy fingers – welcome time	12.30pm
9.10am	Child Initiated Play supported by the adults with some small group/individual activities that are adult led	12.50pm
11.15am	Tidy up- All the children help to tidy the equipment.	2.20pm
11.30am	Story/phonics/singing time	2.30pm
11.50am	Lunchtime / Home time	2.45- 2.50pm Door Open

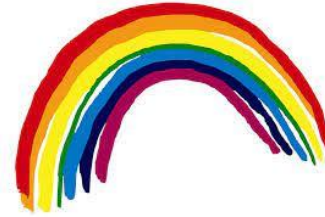
Our classrooms

Raindrop Room



Orange group

Rainbow room



Green Group & Blue Group

Sunshine Room



Yellow Group

Pink Room



Pink Group / ASC

'The Nest'



Red Group

Arrival and collection -15hr&30hr

Arrival

- ▶ Please wait in a line at the green gate.
- ▶ The door will open from 8.50-9.00. It will close promptly at 9am.
- ▶ Once your child is settled, they can enter the nursery building to join their Key Person group independently.
- ▶ It is very busy at drop off & collection, please do not block the ramp with buggies or by saying goodbye to your child in the doorway, please say goodbye at the gate.
- ▶ Please do not attempt to have lengthy discussions with your child's Key Person when you drop them off as safeguarding, safety and creating a warm welcome for all children is our priority at this time.

Collection

- ▶ 11.50 / 2.45-2.50pm collection from key group
- ▶ If you would like to talk to your child's Key Person please wait until all children have gone home.

Please arrive on time for drop and pick up to ensure your child's session times run smoothly and the transition is as calm and positive as possible

Early Years Foundation Stage

3 PRIME AREAS

Personal Social and Emotional

Physical

Communication and Language

4 SPECIFIC AREAS

Literacy

Maths

Understanding the World

Expressive art and Design

New EYFS Framework
September 2021
A Guide for Relatives

Since 2012, Early Years have had a guidance document called **'Development Matters'** to use to help support the development of the children.

You may be familiar with seeing **age bands**, such as 22-36 months or 40 to 60+ months, appearing in observations, linked to the 17 areas of learning that are used in Early Years.

What to expect

Rather than seeing the age bands you might have noticed before with observations about your child, you may now see the observations are **linked** with the Areas of Learning. This shows you which Area of Learning that observation falls in. For example, if there is an observation of your child using tools to do some gardening, it may be linked with the Physical Development and the Understanding the World areas.

A new framework is being introduced in September 2021, and with it, new guidance to replace the current Development Matters. This won't mean a big change for your child, the setting or for you. The new framework will enable staff to continue to use their knowledge of your child, and of typical child development, to inform their professional judgement, ensuring each child is making expected developmental progress. They will be providing experiences to meet your child's needs, based on what they know about your child - and you can help them with this...

To help staff know what your child can do, and what they are interested in, you can provide observations from home. These could be of them helping others, talking about things they see when out on a walk or a photo of something they have created. This will support staff to build up a bigger picture of your child and develop the curriculum for them.

Remember - the setting will be continuing to monitor your child's development, with a focus on professional judgement combined with knowing your child and working in partnership with each family, so staff can meet children's individual learning needs.

Early Years Foundation Stage logo and icons for the 17 areas of learning.

Our Personalised Curriculum



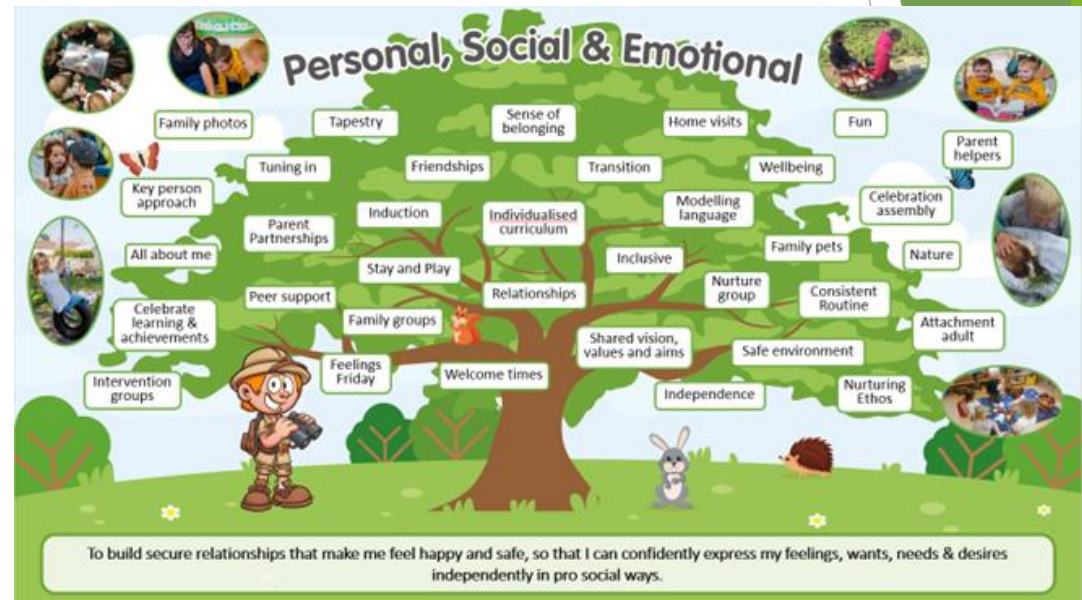
Curriculum Goal for Personal, Social and Emotional Development
To build secure relationships that make me feel happy and safe, so that I can confidently express my feelings, wants, needs & desires **independently** in pro social ways.

Milestone 4
Relationships: Understands that people have different needs & views and expresses this in pro social ways
Feelings: Can express wishes, feelings and needs clearly & understands when these are not met immediately
Independence: Can manage personal care needs independently

Milestone 3
Relationships: Enjoys and joins in with shared play appropriately
Feelings: Understands they have to share & take turns
Independence: Enjoys the responsibility of carrying out small tasks independently

Milestone 2
Relationships: Responds positively to other children and familiar adults
Feelings: Shows affection towards other children
Independence: Participates and helps with familiar routines

Milestone 1
Relationships: Uses a familiar adult as a secure base from which to explore independently in new environments
Feelings: Demonstrates a sense of self
Independence: Sees an adult as someone who can help



Tenterfield Nursery School » Milestones: Prime Areas

Teaching in Action

Our Curriculum

- ▶ Staff will skilfully support, plan and extend your child's learning by teaching them 'in the moment.' We follow their interests and fascinations as they happen.
- ▶ Your child's key person will ensure they have a breadth of learning across all areas of the curriculum.
- ▶ Please look at our website for more information about our curriculum intent and implementation under our Curriculum tab.
- ▶ We will be offering bitesize videos to inform you about how we teach at Tenterfield via Tapestry

Outdoor Learning

- ▶ Active Learners
- ▶ Gross Motor Skills
- ▶ Awe & Wonder of nature
- ▶ Wetsuits for all
- ▶ Named wellies to be provided & kept at nursery
- ▶ Exploration of our natural world



Please remember...

“It is not what the children bring home in their hands... It’s what they bring home in their heads that counts!”

Enhancements to our curriculum

- ▶ Forest School
- ▶ Nurture Group
- ▶ Speech and Language Interventions
- ▶ 2yr old development checks
- ▶ WellComm screening for all children to support speech and language
- ▶ Makaton signing as part of 'Total Communication Approach'
- ▶ First-hand experiences such as Living Eggs
- ▶ Walks and visits in our local community.
- ▶ Celebration Assembly. We give out certificates when children achieve things they have been learning to get better at. Please let your child's keyworker know about any achievements at home so we can celebrate them together.

- ▶ **Tapestry - Tapestry is our Online Learning Journal, it is used to record your child's achievements in the form of observations, assessments, videos and photographs. We love you to share your child's experiences at home to create a holistic approach to learning.**
- ▶ **Photographs & videos will be shared.**
- ▶ **'WoW Wednesday' allows us to celebrate learning & special occasions at home. Please upload these on Tapestry.**
- ▶ **Please complete the 'all about me' section.**
- ▶ **Please supply a family photograph**

Schoolgateway



Communication

- ▶ Download the App (allow notifications)
- ▶ Read School Gateway emails (these will arrive directly in your inbox)
- ▶ 'Heads Up' - look out for weekly emails from Mrs Beare containing important information
- ▶ Book wraparound, Afterschool Club & Holiday Club
- ▶ Make payments i.e snack, donations

Extended provision

Breakfast and after school provision

Our Wraparound services ensure we provide extended care for our children, and we are open 8am – 5.30pm during term time, we finish at 4.30pm on a Friday..

We provide a walking bus to and from St Marys for our breakfast and afterschool club.

Please email wraparound@tenterfield.herts.sch.uk for further information and availability.

Holiday club

We have a fabulous holiday club for children aged 3 – 8 years open 8am-4pm, during school holidays. Bookings are essential and often get booked up very quickly so please look out for our holiday club advertising!

Please email wraparound@tenterfield.herts.sch.uk for further information and availability.

How can you help?

- ▶ Encourage Independence
- ▶ Praise for trying and positive behaviours
- ▶ Look at Tapestry together and talk about your child's experiences at nursery. Upload experiences from home
- ▶ Extend any learning at home
- ▶ Upload home experiences to Tapestry

A Unique Child-Including Everyone

- ▶ At Tenterfield our whole staff team work hard to create an inclusive environment, where all children can thrive and make progress in their learning.
- ▶ Each child's journey at Tenterfield will be unique.
- ▶ Some children may need us to help them in particular ways or provide extra support to ensure they are able to fully access what we can offer at Tenterfield.
- ▶ Mrs Brankin is our teacher who co-ordinates this support. Please feel free to contact her directly if there is anything you feel you or your child may need extra support with.

Nurture Group

- ▶ Our Nurture Group at Tenterfield is a small, special class for up to 8 children that provides a safe and predictable, structured environment in which children are given opportunities to develop their social skills, self-confidence and self-esteem. It is also a space where children can explore their feelings and learn how to manage them in appropriate ways, in a place where they feel valued and accepted.
- ▶ The children are supported in the group by two specially trained members of staff. They model positive relationships and there is an emphasis on the development of language and communication skills.
- ▶ The children in our Nurture group will always start the session with their Nursery key person group for welcome time. They will then be collected to come for the start of the Nurture group. They will return to their keyperson group for the story at the end of the session.



Healthy Lunch Box

If your child is in a 30-hour funded place or stays for wraparound care we ask that you provide a healthy, well balanced packed lunch in a standard size/shape lunchbox with their name clearly visible on the OUTSIDE

We provide water for the children and the adult based on their table will ensure they eat and drink enough. Please provide a named water bottle everyday

At Tenterfield we follow a few key principles when it comes to children's packed lunches:

- ▶ No nuts - we are a nut free setting due to severe allergies. Please avoid chocolate spread as often these contain nuts or traces of nuts. No Peanut Butter/
- ▶ No boiled Egg.
- ▶ No Sweets or Chocolate.
- ▶ If you are providing your child with grapes/cherry tomatoes/ olives/ blueberries these need to be cut in half to minimise risk of choking.

Useful Websites

[Healthy Eating – NHS Change for Life](#)

[BBC Good Food Guide Healthy Eating for Children](#)

[NHS Children's Teeth](#)

Snack

As a nursery school we are not entitled to receive free fruit and vegetables through the government scheme as primary schools do.

However, we feel snack time is an important time of the day for the children; a chance to share the healthy eating message and to encourage them to try a wide variety of new and familiar fruit and vegetable snacks.

To help us to provide a range of interesting snacks for the children we would be grateful if you could provide a donation of £2 per week towards this. Savings can be made by a donation each half term (£12), termly (£24) or yearly (£68) to the office .

We will send you reminders through School Gateway.

If you have not let the office know of any allergies or dietary requirements, please let them know ASAP.

We really appreciate your support.



Practical information

- ▶ **Personal care / toileting** – Many children may start in nappies and whilst with us they will progress with potty / toilet training. We are very eager to work with you during this stage. We know this can be a challenging time for both you and your child, our experienced staff will support your child's needs during the session. Please speak to your child's Key Person to discuss personal care / toilet training so that we can ensure consistency and success for your child

[Potty Training and Bed Wetting – NHS](#)

[Bed Wetting – ERIC](#)

- ▶ **Comforters** - We understand the importance for some children to rely on special toys and comforters to support their transition at nursery. We will however encourage the children to leave their special items in a basket or in their bag during the session they are kept safe and returned home
- ▶ **Toys in nursery-** Although it is lovely that children want to bring toys to show at school, we ask that you please limit this to a special occasion e.g. birthdays, as toys from home can easily get lost at school and can cause distractions from the activities we are offering. During a settling in period, please speak to your child's Key Person if a specific comforter is to be used.
- ▶ **Water Bottles-** please provide your child with a named water bottle everyday. Keeping hydrated is very important to us.

- **Named clothing** - Please remember that we go outside in all weathers, and it is important that your child has appropriate named clothing every day. Please can a pair of named wellies be left here, but we ask that you take your child's bags home after each session as we have limited cloakroom space.
- **Uniform** is available to purchase from a link on our website. This is optional and there is no obligation to buy. Can we also remind you that all items of clothing need to be named, as it makes it easier to return them to the right person if they are lost. <https://www.essentialschoolwear.com/>
- **Illness** - If your child is going to be absent from school due to illness, please contact the office to let us know on 01438 714564. To avoid the spread of infection, if your child suffers from sickness and/or diarrhoea, please keep them at home for 48 hours after the last bout of illness. If headlice is detected, please treat your child before coming back to nursery.
- **Attendance** – There is a proven link between attendance and attainment. Although nursery education is non-statutory it is extremely valuable as a foundation for future learning. In line with government guidelines, holidays are discouraged during term time, however if this is unavoidable, please advise the office of any holiday absence.
- **Sun safety** - We will only apply sun cream to the children who are with us all day. Please can you apply sun cream to your child before their nursery session, as required.
- **Birthdays / celebrations** – The children love to share special events with their friends at nursery, if you would like to bring in treat to celebrate a special event, we suggest a birthday cake or a story book as a healthier alternative to sweets.

Parking

- ▶ **Parking - Please be mindful of our Becket Garden residents when parking for drop off or collection.**
- ▶ **Please do not block resident driveways and please bear in mind the need for emergency vehicles to access the area**
- ▶ **Please do not park in the staff car park**
- ▶ **There is plenty of parking on Ottway Walk**



Friends of Tenterfield

- ▶ Congratulations!! Everyone is considered a member of the Friends of Tenterfield.
- ▶ These are volunteer parents who help to raise money for the school.
- ▶ Let us know if you would like to get involved
- ▶ We welcome new members and new ideas!
- ▶ We love visitors into the setting, if you would like to read a story, plant some flowers or share a skill!
Please contact Rhoda in the office to arrange
admin@tenterfield.herts.sch.uk

Tenterfield Tinies

- ▶ This is our community parent & toddler run by Tenterfield volunteers. Kate runs the group, send her an email tinies@tenterfield.herts.sch.uk
- ▶ Every Friday at the Civic Centre.
- ▶ Tinies 9.45-10.30. (New born - confidently walking)
- ▶ Toddlers 10.30-11.30am (Confidently walking - 3yrs)
- ▶ Weekly donations
- ▶ Like our Facebook page “Tenterfield Tinies” for regular updates

Reminders

- ▶ Family photos
- ▶ Home information 'All about me' to share on Tapestry
- ▶ Uniform/spare clothes – named!
- ▶ Welly Boots
- ▶ Healthy packed lunch for 30hr & Wraparound
- ▶ Please adhere to our arriving and collecting procedures
- ▶ Attendance and Holidays- please be punctual and ensure your child attends every day.

Office email: admin@tenterfield.herts.sch.uk

Wraparound email: wraparound@tenterfield.herts.sch.uk

Phone number: 01438714564

**‘Working together so
that everyone can
shine...’**



**Enjoy your Tenterfield
journey with us!**

