

**THE NURSERY**

**CHARLES  
DICKENS  
PRIMARY  
SCHOOL**



**EXPLORE**

**PLAY**

**CREATE**

**LEARN**

# About us

An exciting journey  
starts here...

Charles Dickens Nursery has 32 full-time or part times places for children who are aged 3 on 1st September 2019. These places are in our Trotwood Nursery Room.

We offer 24 part-time or full-time places for children who are aged 2 on 1st September 2018. These places are in our Tiny Tim Nursery room.

All places can be full time or part-time. Most working parents are eligible for 30 hours of free childcare once their child has turned three.



# About Trotwood



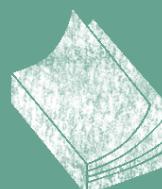
The nursery day starts with the children self-registering by finding and posting their name in our interactive alphabet.



The children are able to access all areas of the curriculum both outside and inside giving them plenty of choice to carry out their own investigations and follow their individual interests.



Before lunch the children help to put resources away and set up the dinner tables.



After lunch the children have a short carpet time involving singing and stories.



All areas of the nursery are made accessible once more to allow children to access the areas or resources they did not have time to access in the morning.



The children then get together at the end of the day for a story before the goodbye song.



A photograph of two young boys in a classroom. The boy on the left has dark hair and is wearing a red polo shirt. The boy on the right is wearing a blue baseball cap with a colorful tropical print and a red polo shirt. They are both looking down at a book they are holding together. The background shows classroom decorations, including a ladybug-themed number line from 1 to 7 and various educational charts.

CULTIVATING A  
CURIOSITY FOR  
LEARNING



LEARNING THROUGH  
MAKING, DOING AND  
EXPLORING

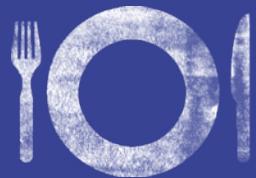
# About Tiny Tim



Every child will be greeted by their keyworker at 9 am and choose an activity at which to settle before saying goodbye to their parent or carer.

Both the inside and outside provision are open from 9 am so children can choose where to settle.

All the areas of the curriculum are catered for both inside and outside with a focus on language, social skills and physical development.



At 11.15 am resources are cleared away with children.

At 11.30 am keyworkers gather their children for group time. Your child will be part of a focussed session building their knowledge of the world.

At 12:00 pm lunch is served for those who stay for a meal.



The afternoon provision changes each day with different activities including free choice, cookery, gardening, music and movement and art.

There is an option to rest at 12.30 and an afternoon snack at 1.30

Before going home, the children have singing and rhyme time at 2.45.

# Nursery Curriculum

## **Personal, Social and Emotional Development (PSED)**

In Nursery, the children will be reading books as inspiration to begin discussions around the things that make us feel emotions, and how to deal with these feelings. The children will also be encouraged to discover activities and skills that they are good at, and to share these with their peers.

## **Physical Development**

The Nursery children will also have a continued fine motor focus with daily finger gym activities incorporating a variety of different resources. The children will also be playing a variety of collaborative games incorporating the skills of throwing, catching and rolling.

We provide space and time for the children to develop their larger muscle groups outside using bikes, climbing and balancing equipment as well as mini led exercise sessions. Children are encouraged to develop independent self-care skills and learn how to make healthy choices in relation to eating, exercising and hygiene.

## **Communication and Language**

The children in Nursery will be challenged to work in teams in various situations, listening to others ideas, sharing their own ideas and maintaining attention and concentration on particular tasks. Across the foundation stage there will be a focus on science activities in the afternoons, providing opportunities for children to make predictions, describe what they have observed and give explanations for these observations.

## **Literacy**

In Nursery, the children will also be exploring the world of non-fiction texts and using these to support solving daily tasks, whilst also having regular opportunities to read and listen to a variety of high quality stories, poems, rhymes and songs. They will continue to write their names on a daily basis and use these to support turn taking and small group work. There will be continuous provision aimed at providing opportunities for the children to make marks and write independently in a variety of contexts

## **Mathematics**

The children in Nursery will be consolidating skills in using numbers to ten, with daily counting and ordering activities. There is a strong emphasis on adults encouraging children to solve the problems that occur in their play. Children learn about shapes and their properties by handling and making arrangements with shapes. They also develop the vocabulary and concepts of measuring length, time, size and weight.

a b c d e f g h i j k l m

## **Understanding of the World**

The children in Nursery will talk about the things that they have observed and discovered, ultimately learning to show care and concern for living things and the environment.

## **Expressive Arts and Design**

In Nursery the children will have daily access to a Creation Station and be encouraged to create representations of the experiences. They will explore media, such as clay, collage and junk modelling to name a few. Along with daily opportunities for singing in all classes, we will continue to come together for weekly singing assembly, where we will work on choral singing, singing in rounds and learning rhythmic songs.

## **Enrichment Opportunities**

Throughout the term we will be inviting members of the community to come and share their expertise.

Each week, our specialist teachers visit the Nursery. At Charles Dickens Primary School and Nursery we have a specialist teacher for French. Our French Teacher, focusses on developing conversational skills, pronunciation and a love of language learning. Our Art Teacher supports the children in exploring a variety of mixed media and techniques, including colour mixing. Our Music Teacher uses the Kodály pedagogy to develop early musicianship. In addition to all this, we have an amazing school garden where children grow plants and experience Forest School.





FEELING SAFE,  
HAPPY AND SECURE  
FROM DAY ONE

# Settling in



## Nursery Settling In

On confirmation of your place, we will arrange for you to attend one of our welcome mornings – these are held in June and July before your child starts in the September.

On the welcome morning, you will meet the headteacher, nursery staff and your child's allocated key person. Your key person will ensure you have completed various forms including ordering uniform, applying for free school meals (where appropriate), local trip permission etc. This will also be an opportunity for you to discuss your child's needs and routine.

Home Visits also take place in July. A member of the nursery team will visit you and your child at your home. This is a chance for us to meet you and your child in your home, which will support your child in settling into our nursery. It also allows your child to get to know the nursery staff in your home environment.

## Settling In Plan

We want children to feel stimulated, safe and happy in the nursery and to feel really secure and comfortable with all staff.

It is a big step for children to begin a new nursery. It can take time for children to get used to new faces, surroundings and routines. We believe that a gradual introduction to the nursery works best and this gives you time to ask any questions and allows you and your child to feel settled in the nursery and to build a bond with the nursery staff.

- | ----- |- | ----- |- | **The settling in plan will be:**
- | ----- |- | **Attending the nursery with your child for a few hours for the first few days**
- | ----- |- | **Introducing short periods of time away from your child but where you stay in the building or close by**
- | ----- |- | **Increasing the time at the nursery including a meal**
- | ----- |- | **Leaving your child for a few hours, then half a day, then a full day.**
- | ----- |- | **The settling in plan could last two weeks depending on your child.**
- | ----- |

# Learning Ethos



# The overarching ethos in our Nursery is to help children develop the independence necessary for them to take charge of their own learning.



There will be ample opportunities for the children to work with their key worker developing turn taking, language and physical skills as well as lots of time for the children to make choices and direct their own time in a space offering open-ended resources.

Staff use the Early Years Foundation Stage development matters to plan opportunities for each child to develop at their own pace in a holistic way incorporating all the seven areas of learning: Physical development, Communication and Language, Personal Social and Emotional development, Literacy, Mathematical development, Understanding the World and Expressive Arts and Design.

Children will be encouraged to become fully independent with their toileting and self-care skills and will be given support from their keyworker to achieve this. For those staying all day there will be a naptime after lunch. There will be snack times both in the morning and in the afternoon.



A group of children are engaged in a science experiment or play activity. In the foreground, a child with dark hair and a red sweatshirt is blowing air through a green plastic tube into a clear container filled with water and small floating objects. Another child with light-colored hair and a red sweatshirt is visible behind them, also involved in the activity. To the right, another child with dark hair and a red sweatshirt is focused on a different part of the setup. The background shows a classroom environment with various educational materials and posters on the wall.

YOU CAN'T LEARN  
WITHOUT GETTING  
YOUR HANDS DIRTY

# Admissions

**Children can join the nursery in the September after their 2nd birthday (Aged two) or the September after their 3rd birthday (Aged 3).**

**We may also be able to offer places at other points in the year if places remain available.**

**Children in our Tiny Tim nursery automatically move into the Trotwood room in the year before they start school.**

**We take children's names on our waiting list when they reach their first birthday.**

**You can apply directly to the school for entry into Nursery using the Nursery Application Form which is also available from the school office or the school website.**

**This form along with your child's birth certificate and two proofs of address completes your application.**

**If you would like to visit the school, please book a school tour. These take place on Tuesday mornings and the dates are available from the school office.**

**Please note:**

**Nursery offers are conditional until proof of date of birth and address have been given.**

**Confirmation of a nursery place is currently no guarantee of a school place for the following year. All Southwark parents need to apply via Southwark Council. You can find out more information on this by visiting their website.**

**You may also wish to read our Nursery Admissions Policy (2020-2021) available on our website.**

# Nursery Fees

Full time and part time places are available, although availability is dependent on capacity.

## What is included in fees?

A Ratio of 4 children per 1 member of staff for two-year-olds and 8 children per 1 member of staff for three-year-olds and over.

The Nursery provides snacks, water and pulls up nappies. However not included are special nappies and families are encouraged to provide their own.

## Fees

A half day is from 9 am to 12 pm (no lunch) this will be a cost of £30 per day.

A full day is from 9 am to 3.00pm for £50 per day – hot lunch will be provided at a cost of £2.15 per day.

## Free Places - 15 Hours

From the term, after their second birthday, some children are entitled to 15 hours of free Early Years education per week during term time. Parents of these children will be informed of their entitlement by their local authority. At Charles Dickens, we have a number of part-time places reserved for those entitled to free provision.

## Wrap Around Care

Early morning sessions are from 8 am to 9 am and cost of £5 per day which included breakfast

Later Afternoon sessions run from 3.00pm to 5.30pm and cost £12 per day.

## Payment Terms

Fees will need to be paid half termly in advance.

Fees are paid via Parentpay (parent/carers will be given login and password details on starting at the school). Childcare voucher payments/ salary sacrifice are accepted by the school. Childcare Tax and Working Tax Credits are available from the Inland Revenue to help with up to 80% of your childcare costs.





LEARNING INSIDE  
AND OUTSIDE THE  
CLASSROOM



**BE PART  
OF OUR  
COMMUNITY**

A group of five young children, three boys and two girls, are playing together at a blue table outdoors. They are all wearing red polo shirts. The children are engaged in play with various toys, including wooden blocks, toy cars, and a toy fire truck. One boy on the left is holding a blue toy motorcycle. Another boy in the center is looking down at the blocks. A girl in the background is holding a toy camera. A boy on the right is holding a small yellow fruit. In the background, there is a wooden building with large windows, a door, and some educational posters on the wall. A circular graphic with a pink-to-white gradient is overlaid on the image, containing the text.

MAKING FRIENDSHIPS  
THAT SUPPORT,  
INSPIRE AND MAKE  
US WHO WE ARE

# Uniform Policy



We believe that a school uniform is important:-

- It looks smart
- Wears well
- Contributes to a sense of belonging and community
- Gives a common purpose
- Makes children feel equal to their peers in terms of appearance
- Fosters a feeling of pride
- Is designed with health and safety in mind.

This is our whole school ethos

Nursery children – either in 2 Year old or 3 / 4 Year Old Provision can wear red, yellow, green or blue sweatshirts and polo shirts with the school logo.

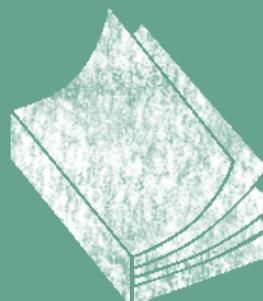
Apart from the school jumper and polo shirt children can wear whatever they feel comfortable in (jogging bottoms and leggings are very practical for small children).

Shoes should preferably have Velcro fastening as children often take their shoes off during the school day. Laced shoes are not permitted.

Parents are asked to ensure that all items are labelled clearly with their child's name.

For safety reasons we ask that the children do not wear any jewellery in our Nursery provisions.

Nursery uniform is available from our supplier. A link can be found in the footer of our website.





BECOME PART OF THE  
CHARLES DICKENS'  
COMMUNITY

# How We Keep in Touch



## About your child's development

At the end of the nursery day, staff will endeavour to tell you about your child's day, however this can be a very busy time and so it isn't always possible.

You can request to meet your child's key worker or the nursery teacher at a mutually convenient time.

Parents are invited to a parent's evening once a term where we will discuss your child's progress in depth and parents are given a review report twice a year.

Each Wednesday we encourage parents to join our stay and play sessions once the children are settled. These last one hour from 9 until 10.

## About the school

There is a newsletter which is distributed every Friday.

Additional news and information will also be sent to you.

General information and news can be found on the school website:

[www.charlesdickens.southwark.sch.uk](http://www.charlesdickens.southwark.sch.uk).

The school also holds occasional seasonal celebrations such as the Summer Fair and Winter Shows – nursery children are involved in both.

a b c d e f

# Terms and Conditions for Nursery

## Sickness

Children should not attend the nursery if they are suffering from sickness, diarrhoea, an infectious illness or have any unspecified rashes unless otherwise agreed with the nursery manager/school. Please refer to Health Protection Agency's infectious diseases for exclusion periods. If your child is unable to attend the nursery due to illness, please telephone the school office as soon as possible. If illness occurs whilst a child is attending nursery, including a high temperature, the parent/carers will be telephoned to inform them and will be asked to collect as soon as possible. Where parents are not contactable an authorised person will be contacted. You must ensure that the school office is provided with up to date contact telephone numbers for parents/carers and other authorised persons. You must also provide the school office with the name and contact details of the child's GP and you agree to the school contacting the child's GP if the School considers this to be appropriate. In the event of an emergency, the child will be taken to hospital accompanied by a member of staff, who will act in loco parentis until the parent arrives. Children sent home from nursery with vomiting and diarrhoea should not be re-admitted for at least 48 hours.

## Medication

Medication will only be given where prescribed by a doctor or dentist. Where a child is required to receive regular medication whilst at nursery, full written details must be provided along with the medication, clearly marked with instructions (storage instructions, details on the frequency of taking medication and the amount of medication which should be taken) and the child's full name. Children taking medication may be allowed to return to the nursery in consultation with the nursery manager/school.

## Allergies and Medication Conditions

Where your child has an allergy or medical condition, please speak to the nursery manager or the school office before your child starts the nursery to make sure that we can cater to their needs. Once

your child has started nursery, you must keep office and nursery staff up to date with any changes to the allergy and/or conditions as soon as possible.

## Fee Payments

Attendance fees are payable half termly in advance. The school must receive payment of these fees at least 1 week prior to the start of the half term to which the payment relates. All fees and payments payable to the school should be paid via ParentPay (parent/carers will be given login and password details once a child has been awarded a place) and/or childcare vouchers. The school may also accept payment of outstanding fees by way of salary sacrifice provided that this has been agreed with the school in advance of the date that payment is otherwise due. .

**Length of day and Collection of Children**  
Our operating hours are 9 am to 3.15pm for full-time children may not be left before or after this time unless you have booked wraparound care in advance. Wrap around care hours are 8.am to 5.30pm Where late collection does occur, you will be required to pay the nursery a Late Collection Fee of £12 every 10 minutes. For security and safety of your child, only authorised persons aged 18 years old and over are able to collect your child. We must be informed if there is going to be a different person collecting your child, who must provide ID and a password when arriving. Children will not be allowed to leave the nursery unaccompanied or with an unauthorised person.

## Ending your Child's place at the Nursery

A minimum of two months' notice is required in writing to the nursery manager or the school office if you wish your child to stop using the nursery.

## Notice of Termination by the School

We reserve the right to terminate a child's place with immediate effect (a) if any attendance fees due remain unpaid and the school has not agreed to payment of those fees by salary sacrifice or otherwise; (b) any other payment or fee due to the

school has not been paid within 30 days of the date that payment is due; (c) any serious breach of these terms and conditions has taken place; or (d) if the school reasonably considers termination of a child's place to be necessary for the best interests of that child, any other child or the nursery. If the school terminates a child's place it will not refund any part of any fee paid or payable at the date of termination.

## Late payments

Interest of 8% per annum is payable in respect of any fee or payment due to the school. If you fail to make any payment by the due date we may commence court proceedings against you and may use a debt collection agency or other organisation to help us get payment from you.

## No Refunds for Non-Attendance

We will not provide a refund of any fees paid or payable if your child is ill, on holiday, or if the nursery closes due to Acts of God or environmental factors beyond our reasonable control.

## Other

Fees are reviewed annually, with parents given eight weeks' written notice of any changes. We reserve the right to change terms and conditions and we will provide you with two months' written notice – where possible.

## Wrap Around Care

We offer a breakfast club provision from 8 am and an extended day provision until 5.30pm. Both of these are offered within the nursery setting by existing nursery staff member. This is an option you can request on acceptance of a place or opt into during the school year. We do not operate a drop in service.v



# CHARLES DICKENS PRIMARY SCHOOL

Charles Dickens Primary School  
Toulmin Street,  
London,  
SE1 1AF

[office@charlesdickens.southwark.sch.uk](mailto:office@charlesdickens.southwark.sch.uk)

Tel: 020-7407-1769

[www.charlesdickens.southwark.sch.uk](http://www.charlesdickens.southwark.sch.uk)