



**Winterbourne**  
Nursery and Infant School



Winterbourne Road, Thornton Heath, Surrey, CR7 7QT Tel: 020 8689 7684

# **WINTERBOURNE NURSERY AND INFANT SCHOOL**

## **NURSERY INFORMATION**



**If you need any assistance in translating this prospectus,  
please contact the school office and we will try to assist.**

**Winterbourne Nursery & Infant School** is situated in Thornton Heath, Croydon. Our school is able to accommodate 480 children aged between three and six years of age.

*The School community represents a variety of different nationalities, cultures and interests and provides a rewarding blend of understanding and tolerance, which recognises the similarities between people as well as their differences.*

*Our vision for Winterbourne Nursery & Infant School is to provide a warm, caring and stimulating environment, which encourages, values and celebrates diversity and individual excellence.*

*We aim to make a difference to every child, regardless of any barriers to learning they may face. We want to instill a life-long love of learning in every member of the school community. We wish to equip all pupils with the skills necessary to become interesting, well-rounded individuals, who in turn will make a difference to others in their lives.*

*Parental involvement, in supporting their child's access to the curriculum is essential. Educational visits into the local and wider community further contribute towards the provision of a broad and balanced curriculum for all our pupils.*

*It is our aim to establish, seek and maintain links with everyone who contributes to our pupil's educational achievement and welfare. This includes, parents, governors, professional colleagues, specialist advisory staff and members of the community.*

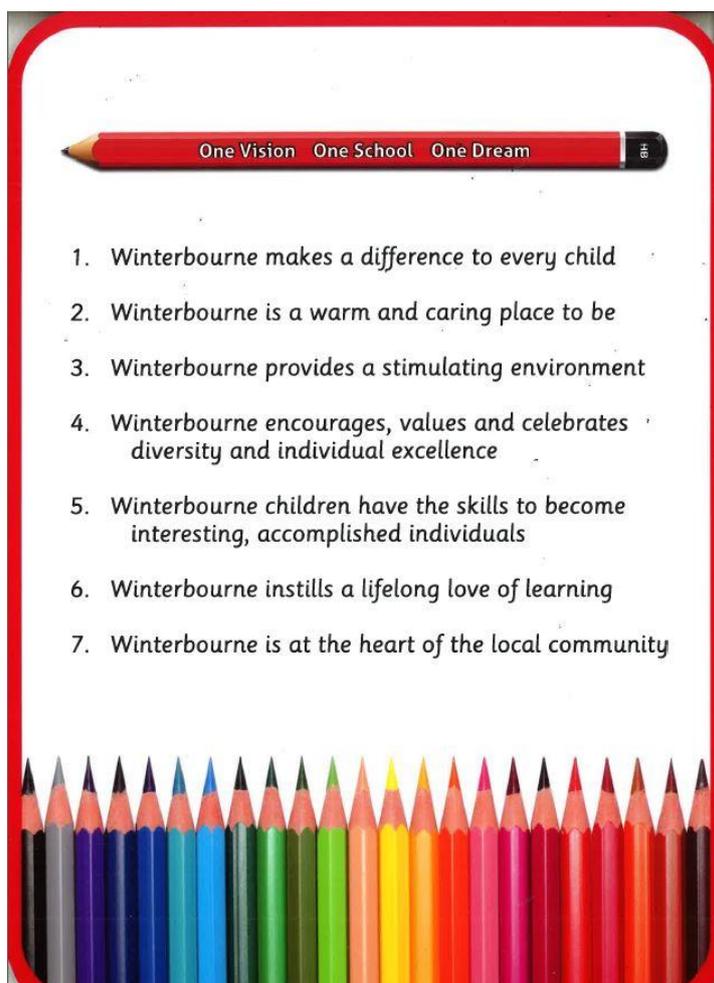
## SCHOOL AIMS

At Winterbourne Nursery and Infant School, we believe that our children, parents, governors, teachers, staff and visitors are all active learners.

Winterbourne Nursery and Infant School is a warm, caring and positive place where you will always feel welcome. It is a place in which you will have a voice, be listened to and be able to contribute to the high level of provision that already exists. The staff are committed to creating a warm, caring atmosphere and are skilled at helping and supporting others. We have expectations of the staff, children and visitors and by working as a group we will be able to provide a centre that will serve the interests and needs of the rich and diverse community that already exists.

We are proud of our community and the opportunities that are presented to us by you the user and will capitalise on this in many different ways. Please feel free to visit us at any time we have an open door policy and look forward to meeting you all in the near future.

The strengths of the school's learning community are its diversity of racial and cultural heritages, differing levels of physical, sensory, intellectual and emotional development and the many faiths and beliefs represented.



We will:

- Give all learners an enjoyment of learning and pride in success that will help to establish high achievements and maintain positive attitudes for life.
- Raise standards to ensure that all pupils achieve to the best of their ability in their learning and development.
- Develop a community where all can participate fully and equally regardless of disability, gender or race and where equality is woven into the culture of the school through its procedures, policies and practices.
- Foster responsible behaviour and attitudes through encouragement and example.
- Use the rich resources of our diverse community especially with regard to cultural and racial heritage to enhance the broad and balanced curriculum in line with Government policy.
- Develop a friendly working relationship between parents, governors, other professionals and staff so that we are all well informed, supportive partners in our children's learning.
- Work to develop links with the wider community.
- Work to ensure continuity in children's learning between and across year groups.
- Give children as many of the necessary experiences as possible that will help them become well-adjusted fulfilled adults.

## THE CHILDREN'S CENTRE

The Children's Centre attached to Winterbourne Nursery and Infant School provides a range of support and services for families ranging from Stay and Play sessions for parents and children 0–5 years, adult learning courses, links with Health Services and Job Centre Plus. The Children's Centre is open for most of the year and there is a summer programme running through the summer holiday period. Details are available at the Children's Centre. You are very welcome to come and visit the Children's Centre where staff will be happy to show you around and tell you more about the services on offer.

## OUR BUILDINGS

The nursery building is linked to our other school buildings across the playground. Two of our Reception classes are situated adjacent to the Nursery building with all Year 1 classes. Year 2 classes are in another building, the Jenden building.

There are another two schools on the site each with a separate Headteacher. These are Winterbourne Junior Girls' School and Winterbourne Junior Boys' Academy.

Our nursery building consists of three main classrooms which are home to Rabbits, Hedgehogs and Squirrels in the morning and to Otters and Badgers in the afternoon.

Access to the nursery is via the GREEN pedestrian gates in front of the nursery entrance on Winterbourne Road. PLEASE NOTE the double gates are open in the mornings for **taxi access only** for the Rabbits and Otters classes. **It is extremely dangerous** to enter the nursery area through these.

## FOR ALL THE CHILDREN'S SAFETY PLEASE ALWAYS CLOSE GATES BEHIND YOU

Please bring and collect your child from his/her base room using their own classroom door. In order to keep all the children safe and so that staff can begin teaching, the nursery gates and all classroom doors are locked 10 minutes after our start time and unlocked 10 minutes before the end of each session. Please be prompt. If you are late you will need to go to the Infant school office.

## **NURSERY ORGANISATION**

The nursery has places for 104 children on a part time basis. The children are assigned to a base room and a 'key worker'. The class room is the room that they will start and finish the session in. Their 'key worker' is the adult who is responsible for collecting and collating information about how your child learns and the progress they are making.

## **MOVING ON INTO THE RECEPTION CLASSES**

We work very closely to ensure continuity and progression for our children. To help ensure a smooth transition from nursery to reception we plan a programme of visits throughout the year. In the summer term this involves the reception teachers visiting the nursery and nursery children visiting the reception classes.

All pupils of statutory school age have to be admitted to a Reception year. It is therefore important that parents apply to the Local Authority for a place in our Reception class for next year 2019, **as this is not an automatic transfer.**

After their Reception year they then move on to our Year 1 and after that Year 2. By the end of Year 2 children have completed Key Stage 1. After this, pupils transfer on to a junior school which is Key Stage 2. You must apply in the September of Year 2 for a place in Junior School, **as this is not an automatic transfer.**

**Please remember, attending a nursery class at Winterbourne Nursery and Infant School does not guarantee a place in a Reception class at our school. You must apply online with Croydon Council in September.**

## **OUTSIDE LEARNING ENVIRONMENT**

The outdoor area is a rich, dynamic and natural space for learning and development in children of all ages. Being outdoors has a positive impact on children's sense of well-being and offers freedom to explore, use their senses and be physically active and exuberant.

The outside area is a vital part of the overall learning environment, where all areas of the nursery curriculum are covered. For this reason, we aim to have the outside area accessible for as much of the time as possible.

The outside areas provide challenges for children's physical skills. We have large and small equipment for climbing, jumping, balancing and sliding. We also have a variety of wheeled toys to provide exercise and practice hand eye and feet co-ordination. Children are given the opportunity to choose where they want to work for the majority of the time. During each session we have a story and sharing time to exchange news, show work, talk about what we have learnt and to learn songs and rhymes.

## **THE ENHANCED LEARNING PROVISION – (ELP) Rabbits Class and Otters Class**

This class is for twelve (six in the morning and six in the afternoon) children who need extra help in developing their personal, social and emotional skills and their learning in the area of communication, language and literacy. They follow a structured programme, and a timetable similar to the other classes. This class enriches all the children's and adults learning experiences by teaching us to care for and value the contribution each of us makes in our own unique way. Part of the session is spent with other nursery classes.

### **TIMES AND ATTENDANCE**

Rabbits begins at **8.30am** and finishes at **11.30am**.

Nursery school begins at **8.45am** and finishes at **11.45am** for the morning sessions.

Otters begins at **12.30pm** and finishes at **3.30pm**.

Nursery school begins at **12.30pm** and finishes at **3.30pm** for the afternoon session.

We cannot accept responsibility for your child after school finishes. If an emergency occurs and you are going to be late, please telephone and let us know what we should do. If you wish to send someone else to collect your child, please let us know.

### **PROUD CLOUD**

At Winterbourne, we recognise that a great deal of learning happens outside of school and in order to build a more complete picture of your child, we collect and display "Proud Clouds". These are cloud shaped pieces of paper on which you write something your child has done that makes you proud of them. It may be that they helped to look after a sibling, or have learnt how to put on their coat all by themselves. You can complete as many as you want throughout the year and hand them to your child's teacher – who will display them on a board within the class. You can find one in this pack and additional copies can be obtained on the school website or from your child's teacher.

### **SINGING SESSIONS**

There are weekly singing sessions.

### **IN PARTNERSHIP WITH YOU**

The children's play is their work. It needs to be active and relevant, based on previous knowledge and experience. The staff at Winterbourne Nursery and Infant School know that you are your child's first teacher and know more about your child than we do. We are also fortunate that our children come from many different social and cultural backgrounds; this diversity is valued and used to educate all of us at Winterbourne Nursery and Infant School, so promoting understanding and tolerance. We wish to work with you and to build on the good start you have given your child.

We ask that you or another adult, familiar to your child, are available during the first week of school to give re-assurance to your child and support them in those early days of getting to know the new adults (staff) and children in his/her life.

We know how important it is that we work in partnership with you in order to ensure your child makes the best possible use of their time with us. We can discuss your child's progress informally at the beginning and end of each session in a general way, however, if you need to talk in confidence or at length you may need to make an appointment with your child's teacher.

### **PARTNERSHIP AND WORKING PARENTS**

We do not always get the opportunity to see you on a regular basis if your work, but please telephone if you have any worries or questions. If the member of staff is unable to talk to you immediately, leave your child's name, class and your telephone number and we will call you.

# IMPORTANT THINGS TO REMEMBER

## REGULAR ATTENDANCE AND PUNCTUALITY

The nursery is an important part of your child's education and regular attendance is vital. Please always let us know if your child is unwell by email or telephone before the nursery session commences. If you do not inform us why your child is absent, this will be recorded as an unauthorised absence. Attendance is recorded and reported on your child's end of year report. It is important that your child takes full advantage of their 3 hour sessions at the nursery. Please be punctual when bringing and collecting your child. We do not have any office support for our nursery classes and close all our doors punctually. It is therefore important that you bring and collect your child on time as you may experience difficulty in entering the building.

Late arrivals and collections can be very distressing for your child who may feel they have been abandoned.

## GOING HOME

If your child is going to be collected by anyone other than those declared on the form, originally completed by you, then your child will not be allowed to be taken off the school premises until you have rung the school authorising a different person to collect your child.

## ILLNESS

If a child is unfit for school parents should contact the school on the first day, in person or by phone. Absences will not be authorised without this procedure. Other reasons for absence must be discussed with the school each time. Leave will be granted in an emergency or for medical appointments, if they must be in school time, provided evidence is produced in writing.

## INFORMING THE SCHOOL OF AN ABSENCE

Parents must inform the school of their child's reason for absence **on the first day of their child's absence**. The exact reason needs to be clearly stated as this is recorded on pupils' records and, therefore, 'unwell' needs to be defined e.g. flu, vomiting, chicken pox etc.

You may also:

- inform the office in person;
- complete a reason for absence form left at the office hatch; (Appendix 2)
- tell a senior member of staff;
- inform the class teacher.

## **UNIFORM**

We want children to benefit from and enjoy all areas of learning (internal and external). The children learn and concentrate when they feel comfortable and therefore we have a Nursery uniform consisting of:

- Winterbourne sweatshirt with grey trousers/tracksuit bottoms for the boys (trousers with elasticated waists are much easier) and a grey skirt or tracksuit bottoms/trousers for the girls. A white Winterbourne short sleeved polo shirt is to be worn under the Winterbourne sweatshirt. **PLEASE DO NOT PUT LONG SLEEVED SHIRTS UNDER THE SWEATSHIRT – ONLY THE REGULATION SCHOOL UNIFORM SHORT SLEEVED POLO SHIRT.**
- Flat, black, sturdy school shoes which are easily fastened with Velcro.
- A warm black waterproof coat in the winter
- A regulation school book bag
- Protection from the sun in the summer

**Please label clothes clearly with the child's name (especially coats and sweatshirts) making items easy to return if lost or mislaid.**

Although we do provide aprons children are very good at getting paint on the bits the aprons do not cover. If this happens soak in COLD water without detergent and then wash normally. Felt tip comes out well if treated with milk first.

## **JEWELLERY**

For the purpose of safety, no jeweler should be worn. We cannot stress enough how important that all parents ensure this adhered to. If a child has pierced ears, they must have small stud earrings. If you wish your child to wear a piece of jewellery for religious or family reasons, please let us know.

## **DRINKS/FOOD**

Please do not send your child to the nursery with sweets or drinks. Drinking water is provided during the day and you can order milk through "Cool Milk" (application forms are enclosed in your information pack and additional forms are available at Reception). Winterbourne is part of the national fruit scheme which means that all children receive a piece of fruit during the day.

## **NURSERY FUND**

While your child is in the nursery, we ask for a voluntary contribution of £30 for the year. This helps us to pay for cooking ingredients, gardening activities, photographs, parties to celebrate special events etc. This money is to be paid in full at the start of the school year. Your support helps us to provide the children with a wide range of additional experiences that they will enjoy at nursery.

## **NURSERY VISITS**

From time to time we have visits from the local Police, Road Safety Officer, travelling farm etc. and occasionally we will take the children to visit the local shops and park. We will inform you when such visits take place.

## **THE FOUNDATION STAGE CURRICULUM**

“It acknowledges that well planned PLAY is a key way in which young children learn, and that practitioners should plan for, and involve themselves in, children’s play.”

## **CENTRE FOR RESEARCH IN EARLY CHILDHOOD**

The Early Years Foundation Stage Curriculum is divided into seven areas. We cover all these areas and more by supporting, promoting and developing children’s personal, social and emotional well-being.

Personal, Social and Emotional Development

Physical Development

Communication and Language

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

We provide a structured and planned environment within which staff become involved in and observe children at play. The staff at Winterbourne are trained to make detailed observations of each child and plan for their ‘next steps’ of development by providing play situations that have a high level of interest and motivation.

All the nursery staff are sensitive to the needs of your child and plan activities to extend his or her knowledge and challenge their thinking skills. They also communicate and show by example, behaviour that is respectful and caring of each other.

## **THE SEVEN AREAS OF THE FOUNDATION STAGE**

### **Prime Areas:**

#### **1. Personal, Social and Emotional**

This is a very important area of learning for the children in the nursery. It is the basis from where all other learning can take place. The children, whilst they are PLAYING, learn how to share and take turns with others. They are taught the social skills of using language rather than “physical means” to let others know when they are sad, angry or frustrated; and are encouraged to empathise and care for each other.

The nursery workers plan to build up children’s confidence by fostering an “I can do” or “I will try” attitude and organising the nursery equipment and activities to help them achieve or have to try a little bit harder. Our children bring to our school a wealth of cultural experiences which we all learn and benefit from. We teach the children to respect and appreciate each other and the environment we live and work together in.

#### **2. Communication and Language**

In the nursery the most important part of this area of learning is speaking and listening. Think how much language your child has learnt in the last 36 or 48 months! At the nursery we build on this by encouraging children to ask questions, make up stories and play at being different people in the role play areas. We also encourage children to listen to and share stories and later to ‘have a go’ in making marks. This teaches them that what we say can be written down to be re-read later.

#### **3. Physical Development**

Physical activity, such as using climbing frames, is essential to young children’s health, learning and general well-being. They learn through being active and need space and opportunity to increase their confidence; this is called gross motor development. Children also experiment with various tools and materials such as pens, brushes, hammers and construction kits to help with the control for small physical movements requiring hand and eye co-ordination. This comes under physical development as fine motor skills.

#### **4. Expressive Arts and Design**

This area of learning includes opportunities for children to practice and develop their imagination and their ability to communicate and express their ideas and feelings in many different media or roles. We use paint, clay, wood, glue, fabric, role-play, drama, singing and dancing.

## **Specific Areas:**

### **5. Literacy**

In the Nursery we start to introduce the children to PENPALS and in the summer term we begin phonics teaching for children who are ready. It is important that children learn to form letters correctly right from the beginning. Capital letters should only be used at the beginning of a sentence or for the first letter for a name i.e. Nathan or Neera. It is more important that children learn the lower case letter forms at this stage. When you feel your child is ready to begin forming letters, please talk to a member of staff who will be happy to give you a copy of the way we form our letters at school. We share the children's records each term at a Parental Consultation Meeting with you and, in the summer, you will receive a copy of a summary of their Foundation Stage Records and learning targets.

### **6. Mathematics**

The activities in our nursery provide the foundation for early mathematical development. They are practical activities e.g. table top games, large and small construction activities all focusing on developing mathematical language and understanding. We help children to create a visual picture of what they are seeing, matching, sorting, counting and estimating during their play. They can then begin creating the 'picture in their head' which is the beginnings of mental arithmetic.

### **7. Understanding the World**

Children come to the nursery with their own ideas of what happens around them. By valuing and building on these experiences about people, homes and events we are able to provide a foundation for historical, geographical, scientific and technological learning. We teach the children through first hand experiences by visiting our local area in small groups and at times children and adults bring objects of interest to show and share.

## GENERAL INFORMATION

**Winterbourne Nursery & Infant School is a community school maintained by the London Borough of Croydon.**

The **Headteacher** is Mr Robert McConnachie-Devlin

The **Deputy Headteacher** is Mrs Petra Wigzell-Jones

You can write to us at: Winterbourne Nursery and Infant School  
Winterbourne Road  
Thornton Heath  
Surrey CR7 7QT

Telephone number 020 8689 7684

E-mail address [office@winterbourne-inf.croydon.sch.uk](mailto:office@winterbourne-inf.croydon.sch.uk)

Website [www.winterbournenurseryandinfants.co.uk](http://www.winterbournenurseryandinfants.co.uk)

We are one of three schools on the Winterbourne site. Each school is separate.

The two junior schools' telephone numbers are:

Winterbourne Junior Girls 020 8684 3532

Winterbourne Junior Boys Academy 020 8689 7685

The **Director for Education and Learning** is:

Mrs Shelley Davies  
Department for Children, Young People and Learners  
Bernard Weatherill House  
Croydon CR9 1TP  
Telephone: 020 8726 6000

The **Chair of the School Governing Body** is:

Mrs Patricia Salami  
C/o Winterbourne Nursery and Infant School  
Winterbourne Road  
Thornton Heath  
Surrey CR7 7QT

## **THE GOVERNING BODY**

Mrs P. Salami	<b>CHAIR</b>
Mr G. Cluer	<b>VICE CHAIR</b>
Mr M. Swadling	<b>VICE CHAIR</b>
Mr R. McConnachie-Devlin	<b>HEADTEACHER</b>
Mr K. Fraser	<b>CO-OPTED</b>
Mr D. Ogg	<b>ASSOCIATE</b>
Ms E. Sareen	<b>LOCAL AUTHORITY</b>
Mr E. Peprah	<b>PARENT</b>
Mr J. Syed	<b>PARENT</b>
Mrs C. Oviawe	<b>PARENT</b>

## **WORKING TOGETHER**

The home/school partnership is very important to us and we feel teachers and parents/carers must work together. The many ways we work together are through the following:

### **PARENT/CARER CONSULTATIONS**

Our parent/carer consultation evenings are held each term. On these occasions parents/carers are able to look at their child's work and are given the results of any school's assessments, tests and SEND stages. The class teacher will update parents/carers on their child's progress and consultations last for 10 minutes. A written report for every pupil is sent home at the end of the school year in July.

### **BEHAVIOUR**

Our children behave well. This good behaviour is reinforced by praise and by positive feedback. A system of sanctions is put in place if a child persistently behaves badly. In such cases we contact parents/carers so that you are involved as soon as concerns surface and can work with us to effect a change.

We have school rules to help our children behave well. These were devised by the whole school community and are kept deliberately simple for the children's benefit. Each parent is given a copy of our Behaviour Policy and Prevention of Bullying Policy when their child starts school.

### **SCHOOL EVENTS**

During the course of the year we also hold other events such as pupils' performances, curriculum evenings and sports days. In the second part of the summer term we hold new parent/carer evenings for nursery and reception parents. Parents/carers are invited to these meetings to find out about the curriculum their child will be studying during the following year. They also have the opportunity to meet their child's new class teacher and hear about classroom routines and organisation.

### **NEWSLETTERS AND PARENTS/CARERS INFORMATION BOARDS**

Details of all the above events get sent home in regular newsletters and are also available on our website. It is important that you read these with your child and take note of all the events that are happening at school. We always try to give early notice and copies of the newsletters are placed in our three outside notice boards and letters are displayed on our website. There is one outside the front entrance to the right, one at the back entrance to the main building and the other outside the Jenden building. If you do not receive a copy please ask at the office for one.

## **COMPLAINTS PROCEDURE**

If you have a complaint, please come to school and see us. The first person to talk to is always the class teacher who may direct you to a member of the school leadership team. If you wish to take the matter further a copy of the school Complaints Procedure is available from the office.

## **FOLLOWING THESE REQUESTS WILL ALSO HELP US BOTH TO WORK WELL TOGETHER**

1. Dogs are not allowed in the school grounds for health and safety reasons.
2. Do not send your child with jewellery, other than small studs in pierced ears.
3. Toys should not be brought to school.
4. Food, other than that provided in a packed lunch, should not be brought to school.
5. Fizzy drinks or drinks in glass bottles are not allowed.
6. Money should not be brought to school unless otherwise stated.
7. Smoking or consumption of alcohol is not allowed in the school building or site.
8. Children must go into the main playground on arrival and should come into school only after the doors open 8.50am. It is not sensible to wait or play in the car park and children are not allowed to play football in the school grounds.
9. Cars should never be brought into the school grounds.
10. Cars should not wait on the yellow lines or zig zag lines outside the school.
11. Children should walk their bicycles, roller skates/blades, scooters or skateboards into the school grounds.
12. Prams and buggies must be left outside the building as these cause a safety hazard and block corridors inside the building.

## **CHILD PROTECTION**

This school forms part of the Croydon Child Protection Team. We work closely with all the agencies involved in child protection. We must report any instances of concern about the welfare of children in the school.

## **PERSONAL, SOCIAL AND HEALTH EDUCATION AND CITIZENSHIP**

This is about being independent, playing and learning well with each other and becoming good citizens. Children learn the basic roles and skills for keeping themselves healthy and safe and for behaving well. Teachers use 'circle time' when pupils sit in a circle and talk about their own and other people's feelings to become aware of the views, needs and rights of other children and older people.

You can help your child get off to the right start by ensuring they begin school able to:

- dress and undress him/herself and tie shoelaces
- use the toilet properly, flush it after use and wash hands
- use a knife and fork
- use a handkerchief efficiently
- tidy away toys and be prepared to share and to take turns
- know they are responsible for their actions.

## **INCLUSION**

We teach our curriculum so that children have equal opportunities to develop the skills and attitudes needed in later life. We set out to make sure that we counter racism so that members of the school feel equally valued, needed and important. We acknowledge and respect the culture, religion, language and customs of different groups. We provide additional help to more and less able children, gifted and talented children, children with disabilities and children who have English as an additional language.

We hope that the information in this brochure has been helpful. However, if there is any further information required please do not hesitate to contact the School Office. We look forward to meeting with you in the near future.

**SCHOOL TERM DATES**  
**September 2018 – July 2019**

**AUTUMN TERM 2018**

Monday 3 <sup>rd</sup> & Tuesday 4 <sup>th</sup> September	INSET DAYS – school closed to children
Wednesday 5 <sup>th</sup> September	Children back to school
<i>MID TERM</i>	<i>22<sup>nd</sup> October – 26<sup>th</sup> October</i>
Monday 29 <sup>th</sup> October	Children back to school
Friday 21 <sup>st</sup> December	Last day of term – school closes at 2pm

**CHRISTMAS HOLIDAY**

**SPRING TERM 2019**

Monday 7 <sup>th</sup> January	INSET DAY – school closed to children
Tuesday 8 <sup>th</sup> January	Children back to school
<i>MID TERM</i>	<i>18<sup>th</sup> – 22<sup>nd</sup> February</i>
Monday 25 <sup>th</sup> February	Children back to school
Friday 5 <sup>th</sup> April	Last day of term – school closes at 2pm

**EASTER HOLIDAY**

**SUMMER TERM 2019**

Tuesday 23 <sup>rd</sup> April	Children back to school
Monday 6 <sup>th</sup> May	MAY BANK HOLIDAY – SCHOOL CLOSED
<i>MID TERM</i>	<i>27<sup>th</sup> May – 31<sup>st</sup> May</i>
Monday 3 <sup>rd</sup> June	Children back to school
Friday 19 <sup>th</sup> July	Last day of term – school closes at 2pm
Monday 22 <sup>nd</sup> & Tuesday 23 <sup>rd</sup> July	INSET DAYS

**Please remember that all holidays should be taken during the  
school holiday and not during term time.  
Thank you for your continued support!**