ABBEY ARK
CHILDCARE

Providing high quality Early Years provision for 2-4 year olds

Bourne Abbey Church of England Primary Academy
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Bourne Abbey Church of England Primary Academy

ABBEY ARK
CHILDCARE

**'Striving for Excellence, Caring for All.
Within a loving and caring Christian environment'**





Providing high quality Early Years provision for 2-4 year olds
Offering free 15 and 30 hours
Funded places available for 2, 3 and 4 year olds

Mrs Anna Petrie
Head of School
Miss Helen Bergmann
Director of EYFS, Phonics & Early Reading
Miss Hollie Dalgleish
Nursery Manager

Parents Teachers & Friends Association (P.T.F.A.)
Registered Charity No. 1040896

Who are the P.T.F.A?

The P.T.F.A. are you, the Parents, Teachers and Friends who help the school by raising thousands of pounds to purchase additional items, such as ICT equipment, books, sports kit and equipment etc. that add to and benefit the children's learning and enjoyment whilst at Bourne Abbey. The P.T.F.A. consists of committee members and helpers – everybody is welcome to be involved.

What do the P.T.F.A. do?

Fundraising plays a significant part in the role of the P.T.F.A. The majority of our funds are raised through the many events that we organise, including the Fireworks, Summer & Christmas Fayres and the children's favourite – the discos! The P.T.F.A. organise many events throughout the year. Look out for the letters sent home as well as via Parentmail.

In addition to fundraising, the P.T.F.A. also supports the school by providing refreshments at school events such as open days, sports days and school productions etc – The P.T.F.A. prides itself on being involved!

This is a snapshot of what the P.T.F.A. does, but it's highly rewarding knowing the hard work and effort is being enjoyed by the children.

Being Involved

You, as parents/carers, can support your child through the P.T.F.A. by lending a helping hand at one of the many P.T.F.A. events, which does make a huge difference – it really is a case of 'many hands make light work'. In addition, you could become part of the committee and have an input in it all! You can dedicate as much of your time as you wish – whether it is an hour here or there, all help is welcome.

The P.T.F.A. is extremely proud of it's achievements for the school and to sustain this for the future, we need new committee members and helpers who often bring a 'fresh eyes' approach, generating fresh ideas. You can be part of it, you really can – go on, get involved!

The P.T.F.A. welcomes and looks forward to your future support.

Supporting your child's learning.

We value you as your child's first and most enduring educators. Parents and carers often ask what they can do at home to help prepare their child for attending Abbey Ark. These are just a few ideas:

Time Together Spend time with your child indoors and outdoors playing and chatting about the world around them and the things that interest them.



Talking Take the time to talk with your child about people they know, day to day events, special times and their home. Encourage them to ask for what they need such as a drink or the toilet.

Listening Encourage your child to respond to their name and to simple instructions.

Special Things Show your child how to handle toys and books with care. Spend time showing them how to tidy up after themselves.

Manners Remind your child to say please and thank you at all times. If possible, show them how to sit at a table properly when eating.



Toileting Encourage your child to go to the toilet independently. Remind them to flush the toilet and to wash their hands carefully.

Getting Dressed Show your child how to put on and take off items of clothing such as coats and shoes independently.



Books Find a quiet place to share the book, look at the pictures and read the story. Allow time for your child to talk about their thoughts and ideas.

Friends Try and provide opportunities for your child to spend time talking and playing with other children.

Have Fun! The most important thing to remember is to enjoy the time you spend at home with your child and to make it special.

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Together we will help your child to experience the very best possible start to their education ~ an incredible learning journey full of excitement, adventures, new discoveries and of course lots of fun!

Article 29:
Every child has the right to be the best they can.

Secure foundations for later learning...

We hope this booklet helps to explain the things you may need to know about Abbey Ark and how you can be involved during the time your child spends with us.
Should you have any further queries please do not hesitate to contact us on:

Telephone: 01778 391695
01778 391696
Email: Abbey.Ark@abbeyacademies.co.uk
Website: www.bourneabbeyprimary.co.uk



Starting Nursery ~ First Steps

Sessions

Abbey Ark is open from 7.30am–6pm, 51 weeks of the year.
The following sessions can be booked :

7:30am — 8am
8am — 1pm
9am — 12pm
12pm — 3pm
1pm – 6pm
3pm— 6pm

We also offering the following funding:
2, 3 and 4 year old funding of 15/30 hours which can be used during term time only or stretched over 51 weeks.

Taster Sessions

You and your child will be invited to Abbey Ark for a taster session before they are due to start. This allows your child to become familiar with the Abbey Ark team, the environment, to play, to meet other children and to develop confidence. During this visit you will be given the opportunity to discuss your child's interests and development with the team
We work in partnership with you and your child so that the settling in period for your child runs as smoothly as possible.

Key Person

As your child settles in to our Abbey Ark routine, your child will be allocated a "Key Person", this is a specific member of the Abbey Ark Team, and will be your 'go to' person. This provides children with a familiar face to go to during their Abbey Ark sessions and for Parents/Carers a named contact who they can speak to about any aspect of their child's care, learning and development. As you will appreciate the beginning and end of sessions can be very busy with staff welcoming and settling children and then ensuring children are collected by the named adult at the end of the session. It is with this in mind that if you would like to speak to your child's Key Person please do let us know so that we can arrange that for you.

At Abbey Ark we operate an open door policy and Parents/Carers are always welcome. If you have any questions or queries please do not hesitate to speak to the Nursery Manager or Deputies.

When your child joins us, Parents/Carers will be given an 'All About Me' questionnaire to complete, this provides a lovely opportunity for the key person to get to know individual children.

The 4 Specific Areas of Learning and Development of the Early Years

Literacy



It is important that children are immersed in an environment that is rich in print where they can develop their early reading and writing skills. We give the children access to a wide range of activities in order to ignite their interest in the written word.



Mathematics

Children need to be supported in developing their understanding of number and shape, space & measure in a broad range of contexts in which they can explore, enjoy, learn, practise and talk about their developing understanding. We provide children with opportunities to practise and extend their mathematical skills and to gain confidence in their use.

Understanding the World



Children need support in developing the knowledge, skills and understanding that help them to make sense of the world. We support their learning by offering opportunities for them to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real–life situations; undertake practical 'experiments'; and work with a range of materials

Expressive Arts and Design



Children's creativity should be extended through curiosity, exploration and play in a stimulating environment in which originality is valued. We support children by providing opportunities to explore and share their thoughts, ideas and feelings, for example, through a variety of art, music, movement, dance, imaginative and role–play activities, and design and technology.

TAPESTRY ONLINE LEARNING JOURNAL

During your child's time at Abbey Ark, staff will make observations about their learning and development. Observations may take the form of photographs, videos and conversations. Observations will be uploaded onto your child's online Learning Journal called 'Tapestry'. We will ask for your email details and then a login will be provided giving you access to the Learning Journal.

Please feel free to add to your child's journal by including comments about the observations or uploading those 'Wow' moments from home. We hope that you enjoy the instant accessibility to your child's Abbey Ark journey and an insight into their day!

The 3 Prime Areas of Learning and Development of the Early Years Foundation Stage

Personal, Social and Emotional Development



Children need to be provided with experiences and support which will help them to develop a positive sense of themselves and others; respect for others; social skills; and a positive desire to learn. We support children's emotional well-being to help them to know themselves and what they can do.



Communication and Language

Children's learning and competence in understanding, speaking, listening and attention needs to be supported and extended through an array of experiences.

We provide opportunities and encouragement for children to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development

Children need to be encouraged to be active and interactive and be allowed to practise new and improve existing skills of coordination, control, manipulation and movement. We provide the children with sufficient space, indoors and outdoors, for activities that offer physical challenges and provide opportunities to develop an understanding of the importance of physical activity and healthy eating.



Arrivals and Departures

For security reasons, the gates to the main school and Abbey Ark are only open at arrival and depar-ture times and will remain locked during the day. If you are visiting Abbey Ark at any other time of the day please ring the bell and a member of the team will come and answer.

A member of the team will greet you and your child in the morning, and will welcome your child into the setting. .

At the end of the day, we ask if you patiently wait for a member of the team to bring your child to you as it can be extremely busy and want to ensure the safety of your children. If for any reason you are unable to collect your child please let us know at the start of the session if possible, alternatively we appreciate that circumstances may change throughout the day so we ask if you could please give us a call or send an e-mail to inform us of who will be collecting your child.



Communication

At Bourne Abbey Church of England Primary Academy we recognise the importance of regular communication with our parents.
We use an online learning journal system called Tapestry, where you can log on and access your child's individual learning journal and see all of the wonderful things that they have been learning. It is also a great way for you as parents to share anything that your child may of done at home too.
If we have any upcoming events we will always communicate this with you and put posters and notices up around the nursery so please do keep an eye out for them.
Every child at our school receives a school newsletter three time a year and we also send out curriculum newsletters to parents via ParentMail, on our school website and on our Facebook page.
Please do check these for regularly for communication updates.

Happy Hippos



Meet the team…

Our Happy Hippo room is for our 2 & 3 year olds.



Miss Dalgleish
Nursery Manager



Mrs Revell
Deputy Manager
Room Leader



Mrs Leyland
Deputy Manager
Room Leader



Mrs Thorpe
Nursery SENCO



Mrs Bavin
Nursery Practitioner



Mrs B
Nursery Practitioner



Mrs Jackson
Nursery Practitioner



Mrs Wong
Nursery Practitioner

Early Years Foundaton Stage

We understand that a child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose any early years settings they want to know that the provision will keep their children safe and help them thrive. The Early Years Foundation Stage (EYFS) is the framework that provides assurance and sets standards to enable early years providers to deliver individualised learning, development and care that gives children the best possible start in life.

Within the EYFS there are 3 Prime and 4 Specific Areas of Learning and Development which all early years settings must deliver by law. Play underpins this development and learning for all young children. Most children play spontaneously, although some may need adult support, and it is through play that they develop intellectually, creatively, physically, socially and emotionally. We provide well-planned experiences based on children's spontaneous play, both indoors and outdoors, and support young children to learn with enjoyment and challenge. The aim of the EYFS is to help young children achieve their potential.

At Abbey Ark we recognise that children will have had a wide range of experiences and acquired a variety of skills and interests by the time they join us. Some children will already have attended pre-school or spent time with a child minder, whilst for others starting Abbey Ark will be their first significant amount of time away from a parent or carer. It is our responsibility to ensure that during this time your child receives a rich and personalised play based curriculum that will help to build a secure foundation for learning throughout their school years and beyond.



We hope you are as excited as we are at the prospect of your child beginning their learning journey with us!



Health and Well Being



If your child suffers a tummy upset, a bout of diarrhoea or vomiting, please make sure he/she is clear of the upset for 48 hours before returning to Abbey Ark.

We understand that children are often keen to return before they are fully recovered. However, they can find it difficult to cope with a full session and as a result they take longer to recover and may also infect others.



It is vital that the Abbey Ark team are made aware of any allergies your child may have.

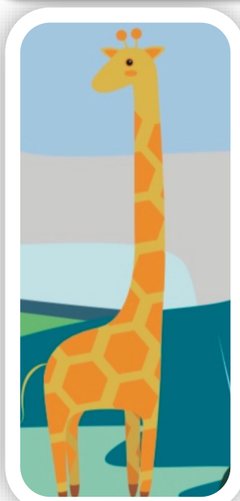
We need to know of any cases of German Measles, Chicken Pox, Whooping Cough and Covid–19, so that we may inform other families and any expectant mothers who should not come into contact with any of these illnesses.

If your child has been prescribed medicine by the doctor, dentist or nurse, that you wish us to administer, it should be bought to Nursery in the original container with your child's name on it. Parents/carers will be asked to fill in a medical consent form before we can administer the medicine.

There may be times when your child's clothing needs to be changed. We expect toilet and illness accidents to happen occasionally and find that an understanding approach from Abbey Ark and home helps the child to cope without loss of dignity. We ask that any borrowed items of clothing are returned to Abbey Ark washed and ready to use by other children.
We do advise that a change of clothing is provided so please ensure it is in a named bag on your child's peg.



Jolly Giraffes



Our Jolly Giraffe room is for our 3 and 4 year olds.

Meet the team...



Mrs Machin
Deputy Manager
Room Leader



Mrs Fisher
Nursery Practitioner



Miss Dalgleish
Nursery Manager



Mrs Frome
Nursery Practitioner



Miss Wilcockson
Nursery Practitioner



Mrs Thorpe
Nursery SENCO

What to Wear

Any items of clothing that your child may remove during the session (e.g. jumpers, cardigans, hats, gloves, coats etc) should be clearly labelled with your child's name.

Please ensure that the clothes your child wears are practical for play that can sometimes be very active. We would like your child to be able to cope with items of clothing easily and independently when using the toilet. Fussy fastenings can cause many problems for little hands!

Please also be aware that the children do participate in lots of messy and muddy play and although we do always ensure we wear aprons, we cannot guarantee that they will stay nice and clean and we would not want their best clothes to be spoilt.



Our Outdoor Area and environment is an exciting and valuable learning resource. We use these areas whatever the weather and it is important that your child is suitably dressed for our changeable British weather, so if possible please could you bring along a pair of named wellies and a named waterproof coat.
And for the warmer months, sun cream and a named sun hat.





A Typical Session



Register time :
We welcome the children and talk about our routine for the day and discuss all of the wonderful learning opportunities that are on offer for that day. We also have register time in the afternoon after lunch.

Free Flow:
The children have the opportunity to explore both inside and outside as they wish throughout the day.

Key Learning:
Throughout the morning and afternoon sessions, there are lots of planned learning opportunities. This is either adult led, child initiated or a mixture of both. We ensure there is plenty of quality adult interaction to enable our children to achieve their full potential.

Snack time:
The children enjoy a healthy snack of milk/water and fruit which is provided by us. We have snack in the morning and in the afternoon.

Key Person Time:
This is a short period of time that the children get to spend with their Key Person. This could be something like a game, going on a nature walk, or simply enjoying a favourite story together. This allows the team to be able to really get to know your children and allows us to extend their learning and development on an individual basis.

Tidy up time:
The children help to tidy away their toys and put everything back where it belongs.

Circle time:
This is where we all come together and enjoy some group time together. We may share some stories together, sing songs, music sessions and/or group games.

Lunchtime:
The children all come together to enjoy a healthy lunch. You have the option of bringing a packed lunch or a hot meal that is prepared for us at school and brought over to us. (More information on hot meals is available upon request).