

# Welcome

Torre C of E Academy  
Barton Road  
Torquay, TQ1 4DX  
Tel: 01803 324007



Torre C of E Academy

Tiny Torre is part of the Foundation Unit at Torre C of E Academy.

## Aims

- ❖ We aim to provide a happy, safe, caring and stimulating environment: a place where all children can play, learn and develop together.
- ❖ We aim to offer well planned, purposeful and relevant play activities through which children can develop socially, emotionally, spiritually, intellectually and physically.
- ❖ Our aim is to ensure that all children feel included, secure and valued.
- ❖ We aim to work in partnership with parents and carers, building and developing on what the children already know and can do.

## General Information - Staff



Mrs. Beard - Nursery Teacher



Mrs Lindsay – Teaching Assistant



Mrs Kirby – Teaching Assistant



Miss Burt – Teaching Assistant



Mr Witchell – University student (Autumn Term)

## Session Times

Morning session: 8:50—11.50 (no lunch session)

Lunch session: 11:30 – 12:30 (to include lunch)

Afternoon Session: 11:45—3:00 (to include lunch session)

The nursery operates flexible hours, offering places for 26 children within any session. Children come to the nursery for either a whole day or for half a day. There is a breakfast club available in the hall from 8am at £1.50 per child payable via parentpay. You will be able to drop off and collect the children at the main nursery entrance at the beginning and end of each session. We like children to arrive promptly at the beginning of the session. However, if you wish to come into the nursery at an alternative time for appointments or other matters please report to the main school office first. We especially ask that they are collected on time at the end of the nursery day. The children can become upset or worried if parents or carers are late. Children must be brought and collected by an adult. If someone else is to collect your child please tell one of the nursery staff, as we will not let a child go with another person unless we have been notified.

If your child is going to be absent, please let us know in advance or by telephoning the school on the day.

### **The Early Years Foundation Stage**

Together the nursery and reception classes are known as the Foundation Stage.

Nursery is known as Foundation 1 and Reception is Foundation 2. The foundation stage children will experience a broad and balanced curriculum, relevant and appropriate to their needs. This is planned and assessed in accordance with the statutory Early Years Foundation Stage. There are three prime areas and four specific areas of the foundation stage curriculum.

#### **Prime areas**

**Personal, Social and Emotional Development**

**Communication and Language**

**Physical Development**

#### **Specific Areas**

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

In the early years, children learn best when they are actively involved and interested. Playing and talking are the main ways in which children learn about themselves, others and the world around them.

### **Learning Diaries**

Your child will have an individual learning diary which will be a collection of photos, work and observations to assess your child's development. This will stay with them throughout the Foundation Stage and it will be located in the foyer of the nursery so that it can be accessed at any time. The link between the nursery and parents is vital. Any observations or achievements your child makes at home are equally important as their achievements that they make in nursery. We would like you to record any achievements your child makes on post-it notes, photos or on a "wow!" slip. The information will be shared with their friends before being placed on our class wow board and finally added to their learning diaries. This information will help us to build up a bigger picture of what your child can do and what they enjoy. Please feel free to add or write as much as you like throughout the year. Nothing is insignificant to us if it means something to you.

### **Parents Helpers and Students**

At times there may be other adults working in the nursery, such as parent helpers, school support staff and students from local schools and colleges. We encourage parents to come and help with sharing books, craft

work, cooking or helping build construction toys. Mums, Dads and Grandparents are all welcome.

### **Health and safety**

Children in the nursery are supervised at all times and safe play is encouraged. There may be occasions when your child falls or has a minor accident. We will inform you of this at the end of the session. The teaching assistants hold a first aid qualification and are experienced in all areas of pre-school care. We also ask that you make sure you close the doors properly behind you when entering or leaving the nursery.

### **Home learning**

Reading - your child will borrow a book from our nursery library to share with you at home. We also have story sacks that can be borrowed with lots of fun activities to be shared at home linked to a text. There will also be an opportunity to share an adventure with one of the travelling snails on a rota basis. Each term there will be a practical activity linked to the theme we are focusing upon.

### **Clothes**

The children in the Foundation Stage will need to wear white polo shirt, grey skirt/pinafore/trousers/blue joggers, Tiny Torre or school jumper. All items of clothing must be named. Black shoes or trainers are required and please make sure they are able to put them on and take them off independently (no laces). All the children need at least one spare set of clean clothes which can be of any type (they do not need to be uniform). All children must bring in a pair of Wellingtons to be kept in nursery as we go outside in all weathers. It is helpful if every child has their own bag on their peg with a spare set of clothes for such emergencies. We recommend a school PE bag because of space issues in the cloakroom. Please ensure all items of clothing are clearly marked with your child's name so that if they are mislaid items can be returned to their rightful owners.

### **Photographs**

Please complete the form attached which will allow us to take photos of your child. These photos will provide evidence of their progress and development which will be collect in their Learning Diaries, add to displays and the school website.

### **Refreshments**

During the session the children have a snack. This is usually milk or water and fruit. We also like to introduce dried fruit, biscuits or seasonal foods. The children take part in regular cooking activities and enjoy trying the different foods that they have created. To cover this cost we ask for £5.00 each term.

### **Lunchtime**

Your child is able to have a hot school dinner or they can bring a packed lunch from home. As a school we promote healthy eating therefore we ask that no chocolate, sweets or fizzy drinks are included in their packed lunch. School dinners cost £2 and payment is made via parent pay once your child has started using a unique login code. We ask that you inform us if you wish your child to have a school dinner or packed lunch on the board outside the nursery, so that we have accurate numbers for school dinners every day.

### **Starting Tiny Torre**

During the first week of nursery there will be a phased start for all of the children with a maximum of five children joining each session. This enables us to spend time with your child, which will contribute to your child feeling settled, safe and secure. The date for your child's settling in session will be given to you by the

office. You are welcome to come for a short time for the first session, but we are more than happy if you would like to leave them with us. Once they have had this first session your child is able to come in according to the sessions you have booked with the office.

It would be helpful to prepare your children for the nursery by talking to them about what to expect. There is a photographic transition book online which will support you and your child with images of the staff and the daily routines. Please encourage them to dress and undress independently and to take responsibility for putting on their own coat. All children should be fully toilet trained.

### **Settling In**

Settling your child into nursery is a joint venture between yourself and your child. It may be the first time you have left your child and we want to make this initial break as positive and relaxed as possible. On your child's first official day we will show you both where to hang his/her coat. Don't worry if he or she clings to you or stays firmly at your side as there is no pressure for them to join in until they feel comfortable with their new surroundings. Eventually, when your child appears occupied and settled say goodbye and leave. Please don't try and slip away as this will alarm or confuse them. At first the separation will be brief-perhaps only 20 minutes and after discussions with you, we will gradually increase the time until you are leaving your child for the session. If you continue to feel anxious or worried then we are happy to telephone you and let you know how your child is settling in. Please do not promise them treats if they are good, it is important that they are happy to stay because they want to. Every child is different: some settle in a few days, others may take longer. We need to get to know your child and he/she must know and trust us. We ask you to have patience and understanding and allow your child to settle at his/her own pace.

### **Stay and Play**

Stay and play is an opportunity for parents, carers and grandparents to join in with some of the activities that take place in nursery. The sessions take place for twenty minutes at the end of the day. The day will change over the year as we try to give as many children this opportunity with their families. We will start this after the Autumn half term when the children are settled. More information will follow in due course.

### **Family Learning**

As a school we have a strong link with South Devon College who provide really good short workshops linked to the children's learning and how adults can support them in their learning journey. The workshops are run throughout the year and the courses vary from early reading, maths and social interaction. The courses are free and come with a free crèche facility. There will be more information and application forms available in the Autumn Term.

Thank you for taking the time to read through this information. If you have any questions then please don't hesitate to ask a member of staff within nursery and we will try our best to help.