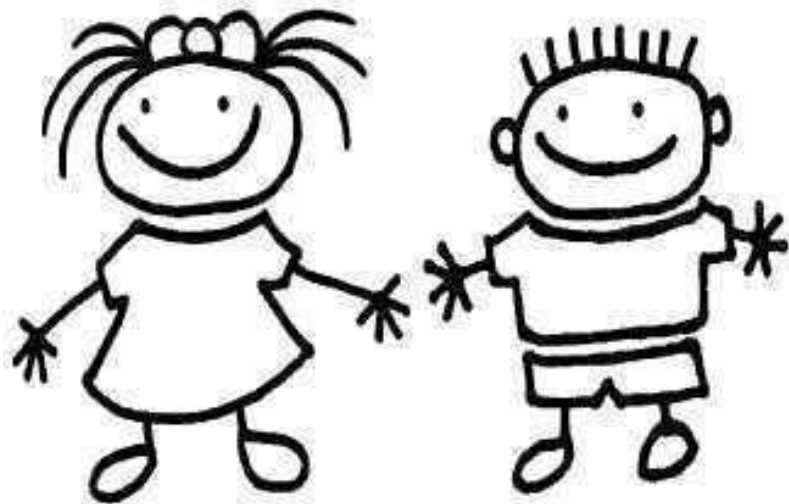




Brookburn Nursery 2026-2027



Welcome to Brookburn Nursery

We hope that this booklet will help you to settle your child into the Nursery, and go some way to answering your questions and make you feel welcome.

Do continue talking about the Nursery with your child so that they know what to expect. Let them know it is a friendly place and something to look forward to. We can't wait for them to start.

We hope that you have enjoyed your visits to Nursery!

If you want to get in touch, please speak to us either face to face or give us a call 0161 881 8880. The office will always let us know and we will call you back when we can. We are always more than happy to meet with you. Alternatively, if you do need to email please see the email addresses below.

How to send an email to school

There are three email addresses that all parents must send their email to.

For emails to class teachers, please email

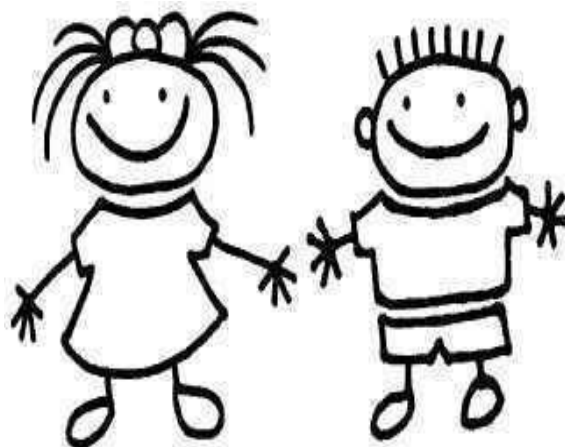
parentinbox@brookburn.manchester.sch.uk

For emails to members of the school office or the Senior Leadership Team, please email admin@brookburn.manchester.sch.uk

For emails to the SENDCo, please email

senco@brookburn.manchester.sch.uk

Please note that nearly all our communication will be via Parentmail or the ParentApp so it is vital that you log in to these. Links will be sent out once your child has started full time.



Starting Nursery

We implement a gradual admission into the Nursery during the first few weeks of the Autumn Term.

Group 1 = Butterflies

Group 2 = Ladybirds

Group 3 = Bees

Monday 31st Aug	Tuesday 1st Sept	Wednesday 2nd Sept	Thursday 3rd Sept	Friday 4th Sept
SCHOOL CLOSED	SCHOOL CLOSED	9am-10am- Group 1	9am-11.30am- Groups 2+3	9am-11.30pm Groups 1+3
		11am-12pm- Group 2		
		2pm-3pm- Group 3	1pm-3pm- Group 1	1pm-3pm- Group 2

Monday 7 th Sept	Tuesday 8 th Sept	Wednesday 9 th Sept
9am-12.30pm (including lunch) Groups 1+2	9am-12.30pm (including lunch) Groups 3	Group 1 Group 2 Group 3 Will start their normal school hours* * If your child is part time, they will attend their part time pattern from this date.
1.30pm-3pm- Group 3	1.30pm-3pm- Group 2+1	

As already discussed we are flexible in accommodating children's needs and we will support you if your child takes a little longer to settle.

If your child is having frequent toileting accidents when they start in September, we will discuss what support may be needed and put a plan in place. This may involve your child's health visitor.

Dolphins- Before and After School Club

All nursery and reception children have priority for wrap-around childcare. This must be booked prior to the start of the academic year in order to arrange staffing ratio numbers.

If you have any questions regarding our Dolphin's provision, please contact our Dolphin's lead, Natalie Mason.

Tel: 07928 148882

Email: dolphins@brookburn.manchester.sch.uk

Settling

Settling into Nursery is an important time for young children and their families. For some children, this is the first time they may have been left with another person and often the first time they have been left in a larger environment.

At Brookburn we aim to make this process as smooth as possible. All families are unique and as such their individual needs are considered throughout the settling process.

On your child's start date parents/carers should:

- Arrive promptly to allow your child to be welcomed by the Nursery team.
- Be prepared to leave your child with their key worker even if they become upset. We are very experienced at dealing with these situations so please try not to worry.

We hope that by working with parents/carers we can provide the best possible start for your child's entry to Nursery, laying firm foundations for the future.

Nursery Times

8.50am – 9.10am- Stay and play

3.20pm- Pick up time

It is important to arrive and collect your child on time. Arriving late can cause disruption to other children in the group who have settled and your child may also miss some valuable learning time.

If you will be unavoidably late collecting your child, please telephone the school office so we can explain this to your child. Young children often become distressed if their parents/carers are not here on time.

If someone other than yourself or a regular person we know about is collecting your child, please let a member of staff know or telephone the school office.

If we are in any doubt we will not send a child home until we have phoned you or your emergency contacts.

Your child should be brought to Nursery and collected by a responsible person over the age of 16.

Our Daily Routine

- Children and parents are encouraged to attend stay and play, where possible. The tambourine will be played when it is time for parents to leave and we ask you to take your child to their carpet area.
- After registration and carpet time the children will be able to choose where they want to go and learn. We have a free flow system which means they can choose to play inside or outside. Children are free to move throughout the Nursery and take part in a variety of activities.

- During the day there will be a snack time for the children which consists of milk (free to under 5s) and a piece of fruit. If you would like your child to receive milk, please sign up at (www.coolmilk.com/register). This is an important learning time where good manners, waiting and speaking and listening skills are practised. We ask for you to provide a water bottle which the children will have independent access to throughout the day.
- During group times children will join in an activity with their key worker in a small group of up to 13.
- At lunch time the children are supported by lunchtime organisers. The Nursery staff also join the children at lunch time to offer extra support.
- We encourage the children to use a knife and fork to eat their lunch so please help them with this at home too.
- Our school is proud to be working towards achieving the 'Healthy Schools Award'. To maintain healthy eating habits, crisps, sweets, chocolate or fizzy drinks must not be brought into school or put into packed lunches. We are also a Nut Free school.
- At home time parents and carers should wait in the EYFS outdoor area until a member of staff opens the door at 3.20pm.

How we Learn in Nursery

Children learn through play. They are encouraged to join in all the activities, to be independent and to make choices.

We offer a rich and varied curriculum in a safe and inviting environment. We understand that children develop at their own pace, but with encouragement and opportunity will reach their full potential.

Children learn best when they are happy, safe and secure. The Nursery team are there to guide and teach and will get to know you and your child well during your time here.

Our environment indoors and outdoors is planned to enable children the opportunity to extend and develop their thinking, language and learning across all areas of the curriculum.

We respond to the children's interests – if a particular activity has been out for a long time it means that the children are enjoying it and there is a lot of learning happening.

Sickness and Absence

If your child is ill, please call the school on 0161 881 8880 so we know why they are absent. If we do not hear from you and your child is absent, a member of the admin team will call to check that everything is ok.

It is important to let us know if your child has an infectious disease so that we can inform other parents.

Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full 48 hours after the last episode.

Should your child become ill in Nursery, we will contact you as soon as possible so that they can be collected. Please help us by keeping contact numbers up to date.

Accidents

Accidents requiring treatment are recorded. We may telephone you if we feel you need to know about an accident, particularly involving a head or mouth injury.

Medical Conditions and Allergies

If your child has a medical condition or allergy, it is important that we know about it so that we can support them in school. You can do this by completing a 'Information about a Child's Medical Condition Form' which can be obtained from the school office or downloaded from the school website. If your child needs medication in school (i.e. inhaler, adrenaline injector pen), please speak to the school office. You can find more information on our website:

<https://brookburn.manchester.sch.uk/parents-carers/medicines/>

Safeguarding

The Nursery staff have a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves, please let their key worker or a member of the Nursery team know. We are duty bound to follow up any unusual marks or injuries.

Headphones and Mobile Phones

Parents/carers are encouraged to refrain from using their mobile phones at drop-off and pick-up times in the playground to model Brookburn's phone-free environment.

Clothing

Children are **not** expected to wear a school uniform but may do if you wish. Second hand uniform is available via a PTA.

Branded uniform can be purchased at Little Angels on Wilbraham Road or online at Your School Uniform <https://www.yourschooluniform.com>. Alternatively, individual badges can be purchased from the PTA.

Please put your child's name in **all clothes and shoes**. Young children need to wear clothes that are easy to manage so that they can learn to be independent.

They need clothing that helps them to go to the toilet easily so belts, braces, tight fitting trousers and tights are often too difficult for them. Trousers/leggings with an elasticated waist are best at this early stage.

Where possible children should wear shoes they can manage to take off themselves such as Velcro. Please avoid lace up shoes and boots.

Please ensure your child has a bag of named spare clothes, socks and underwear that can stay in school in case of accidents.

On warm days children will need a hat labelled with your child's name. On a hot day please apply sun cream to children before they come to school. A bottle can be left in school, if you wish for this to be applied again at lunchtime.

We play outside every day so children will need a warm, waterproof coat and suitable shoes for running and climbing.

Toys from Home

We ask that children do not bring in toys from home as these can be easily lost or misplaced which can be very upsetting for the children.

Home and School

We recognise that children come into Nursery having learnt so much at home. We aim to build on these initial learning experiences and provide a range of opportunities such as sending home weekly story books. Please encourage your child to carefully look after anything that they take home from school.

Talking to the Nursery Team

Communication with parents and carers is very important to us at Brookburn Nursery. This partnership between school and home begins on our transition visits and we hope develops and continues throughout your child's stay in Nursery.

Your main point of contact will be your child's key worker. Please speak to them, any member of the Nursery team or Mrs Conlon who is the Assistant Headteacher for Early Years if you have any worries or concerns. Please call if anything is urgent as we wouldn't want to miss an email.

We hope that this booklet has been informative and has answered most of the questions you may have. If you require any further information please do not hesitate to ask.

Thank you as always for your support. It is only working together with you that we can enable your child to achieve their very best.

