

# Hunmanby Primary School



## Bumblebees Two Year Old Provision



## Information for Parents

## Welcome to Bumblebees

### Hunmanby Primary School's Two Year Old Provision

Thank you for showing an interest in Bumblebees, our provision for two year olds at Hunmanby Primary School. We know that choosing the right provision for your child can be a daunting task, especially for children so young. For many of our children, this will be their first experience of being away from home and from parents. We aim to make the transition as smooth and positive as possible, by providing high quality care and education in a safe, supportive environment with experienced and qualified staff.

Our staff are always available to answer any of your queries. Please feel free to contact us for more information and to visit our provision, to see for yourself what Bumblebees has to offer you and your child.

#### Contact Details

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#### Staff

**Headteacher:** Mr Conrad Fox

**EYFS/ KS1 Leader:** Mrs Louise Callaghan

**Bumblebees Two-Year-Old Lead ATA:** Mrs L Milnes

**Bumblebees Teaching Assistant:** Miss B Jenkinson

**Bumblebees Teaching Assistants:** Miss A Bradley

**PLEASE NOTE: Due to the ongoing impact of COVID-19, some of the information in this brochure may change temporarily as we follow the Government Guidance on providing a safe and effective education. We will endeavour, as much as possible, to offer the same level of provision to ensure your child continues to receive a high quality Early Years experience and feels safe and secure.**

The provision has a level 3 qualified lead practitioner who is responsible for the day to day running of the room. Other staff have either a level 2 or level 3 qualification. There is always one member of Paediatric First Aid qualified staff on the premises.

## Admissions

Bumblebees Two-Year-Old Provision offers part time places, in the mornings, Monday to Friday, during term time only. These sessions run from 8.55am to 11.55am.

We currently provide places for up to 12 children. Some families may be eligible for funding for 2 year olds, dependent on meeting specific eligibility criteria. Families who are not eligible for funding are also welcome to apply for a place – parents can pay for up to 15 hours per week.

## Eligibility Criteria

For a child to be eligible for a free two-year-old place they must meet **one** of the criteria below:

### **Their parents are in receipt of one of the following benefits or credits:**

- Income Support
- Child Tax Credit and have an annual income not over £16,190.
- Working Tax Credits and earn no more than £16,190 a year.
- The Working Tax Credit four-week run on (the payment you get when you stop qualifying for Working Tax Credit).
- Income-based Jobseeker's Allowance (JSA).
- Income-related Employment and Support Allowance (ESA).
- Support through part six of the Immigration and Asylum Act.
- The guaranteed element of State Pension Credit.
- The child you are claiming for receives Disability Living Allowance.

### **They are or have been:**

- Looked after by a local council with foster carers.
- Adopted from local authority care or have left care under a Special Guardianship Order, Child Arrangements Order or Residence Order.

To apply for a funded place, parents should visit the website [www.northyorks.gov.uk/nyfamilies](http://www.northyorks.gov.uk/nyfamilies) and select 'Early education places and funding'; they can apply online by following the instructions on the webpage. Please feel free to contact the school office if you need any help with this.

**From the start of the term following a child's 3rd birthday they then become eligible for 15 hours per week of free nursery education**, until they transfer to primary school (usually the September following their 4th birthday). When your child turns three, we will talk to you about applying for a place in the Butterflies Nursery class for the following term (Butterflies Nursery admits children in **September and January** following a child's third birthday).

## Indoors: A place to be calm

Our children at Bumblebees have access to beautiful indoor and outdoor environments, all day long, all year round.

We know all two year olds have a drive 'to do it myself' and we believe that our environment should reflect this. We provide a high quality environment rich in resources that invite experimentation and encourage our bumblebees to be independent.

We also recognise that our two year olds thrive in a peaceful and calm learning environment. We believe the environment should partner the warm, caring relationships essential to children's emotional well-being. We develop and enhance our environment by establishing different moods through the use of resources, furniture and, mirrors and lighting.

We aim to create an environment that welcomes the children with open arms.

### Our two year old room offers:

- Story corner
- Home corner
- Malleable materials: dough, gloop, foam
- Role play opportunities
- Construction area
- Exploration and number area
- Music area
- Creative area
- Soft play
- Sensory play



## Outdoors: A place to be active

At Bumblebees we believe movement and action is essential for brain and body development. Their play is very physical, involving lots of movement of themselves and of creative objects.

They use their whole selves to learn about their world, to do their thinking and to communicate with others. Everything in their environment is an invitation for action and they can be wonderfully inventive!

Our children love to rock, swing, spin, twirl, jiggle, wobble, slide, bounce, be upside down and otherwise get dizzy! This helps our children develop balance and co-ordination and gives them a strong feeling of confidence and self-esteem.

### Our outdoor environment offers:

- Large construction area with crates and planks. Children love to travel, build bridges and tunnels
- A range of surfaces for the children to move on and between
- Musical stage
- Water zone
- Sound wall



- Sand pit
- Mud corner
- Herb bed
- Den making
- Ride on bikes and tractors
- Small world animal bed
- Digging and building
- Grow it beds
- A large physical area for games
- A place to relax. While open spaces are vital for active play, cosy enclosed spaces invite the children to withdraw and relax.



### **In to nature - Forest School**

How exciting that Hunmanby Primary School offers our very own Forest School on site! We provide regular opportunities for our two year olds to achieve, develop confidence and self-esteem through hands-on learning experiences in a local woodland environment.

We are very lucky to have a Forest School site as part of our school and two year old provision. Forest school sessions can take place whatever the weather (within reason) and the children are encouraged to come to nursery prepared with warm, waterproof clothing and wellies. The children love to drink hot chocolate around the fire pit, after exploring the natural environment and singing songs. We like to follow child initiated or child directed learning in the Forest environment.



### **Long Term Planning**

At Bumblebees, the children quickly acquire knowledge as a result of a well-planned curriculum linked to key skills.

With careful planning, we aim to cover all seven areas of learning within the EYFS. We ensure that each area of our provision encourages our children to progress at their own rate and so confidently achieving their next steps. This is achieved with support from the Early Years practitioners, their parents and any other professionals we feel are necessary.

An emphasis is placed on the prime areas of learning as we feel that our two year olds have the best start in their education if they are confident in these areas.

Speaking and listening is important within all aspects of the curriculum to enable the children to develop strong communication skills. For example, in Bumblebees, staff ensure that key worker time focuses on speaking and listening and key vocabulary through:

- Circle time
- Early mark making activities
- Colour/ shape of the week
- Story sacks
- Wake up, shake up



## Settling In

Your child will be assigned a key worker. Their role is to ensure that your child's care meets their individual needs, to help them settle into the provision and to build a strong relationship with their parents or carers. The settling in process is a very important part of your child's time at Bumblebees.

**Settling in Session:** you will be invited for up to an hour visit for your child to spend time with their key worker in Bumblebees. We ask parents and carers to complete an 'All About Me' document on Tapestry and an 'essential information' form. It is important that we have information about medical conditions, allergies, contact details etc. It also helps us to know about children's family, their culture, likes and dislikes, pets etc.

If it is felt that your child has settled into the environment after this session, then you are able to drop off and collect your child at the normal session times. If it is felt that your child needs longer to settle in, then further shorter settling in sessions can be arranged.

Some children settle in very quickly, others take longer. We understand parents' anxieties during these early days. We regularly have opportunities for parents to join in with children's activities, such as 'Stay and Play' sessions and special events.

## Drop Off and Collection

Please bring your child to the provision in time for the **start of their session at 8.55am**. Please bring your child to the Bumblebees classroom door.

You may want to talk to the key worker or other member of staff if you need to pass on information. Children usually settle better with a quick goodbye, so be cheerful and try not to prolong it. If there is a problem with your child we will let you know but usually they are okay once parents have left and they get busy playing.

The session ends at **11.55am**. On collection, you will receive any important information about your child's day. Please be patient if staff are speaking to another family: our key priority at this time is to ensure that children are safely handed over.

At the end of the session (11.55am), **we ask parents and carers to wait outside the classroom door**. A member of staff will open the door and will call out individual child's names when parents/ carers arrive. In this way we can ensure children's safety. If you are unavoidably delayed please let us know, so that we can reassure your child. **Please bring and collect your child promptly to reduce anxiety.**

Outside of these times, children will need to be brought or collected via the main school entrance due to registration and safety requirements.

**It is vital we know who is collecting your child from Bumblebees.** Please let us know if someone different is coming and preferably introduce them to us, as we never let a child go with an unknown person. **We use a**

**password system to ensure the safety of our youngest children.** Children must be brought into and collected from Bumblebees by a responsible adult. If there is someone you trust to pick up your child without you telling us each day, please inform staff.

## **Communication**

Staff fill in a daily 'Care Diary' on Tapestry for each child. This will tell you about their learning and play, toileting, snacks and any other information you may need.

## **Essential Items**

Please dress your child in easy to manage clothing as this helps us to develop independence. Please do not send your child in their 'best' clothes as we will spend a lot of time getting messy!

Please provide the items listed below for your child on a daily basis. It is important that your child's clothing and other property are clearly labelled with their name.

- A labelled bag with 2 spare sets of clothes
- A large pack of labelled nappies/ wipes and any creams
- Any medication (prescribed medicine forms need to be completed at the office)

**We play outside daily and use our grassed area and Forest School area regularly, so a waterproof coat and footwear are essential every day.** Wellington boots are also very useful! It is also essential that children come to Bumblebees wearing shoes that they can put on and take off easily.

## **Snacks**

Fresh water will be available to your child throughout their session and milk is provided as part of the Free Milk scheme. Fresh fruit and healthy snacks will be served mid-morning. If your child has any specific dietary requirements, please let us know.

## **Nappy changing/ toileting**

We understand that most two year olds are at the very early stages of toilet training. Staff will change nappies as part of the normal daily routine and will also discuss with you your home routine for toilet training, when appropriate for your child. Please provide nappies and wipes daily for your child. If toilet training, please provide lots of spare trousers and underwear as we only have a very limited supply.

## **Dummies**

We understand that 2 year olds may still use a dummy at home; however we do not encourage their use at school. They can inhibit language development, cause dental problems and can contribute to ear infections. It is also not hygienic if another child finds it. Please leave dummies at home or in your child's bag.

## **Look out for head lice!**

We'd rather not think about it but as your child starts Bumblebees it is a good time to start the regular habit of checking for head lice. When you have washed your child's hair, use ordinary conditioner and comb through the hair with a fine-toothed comb. This should remove any eggs before they hatch. Make this part of your regular hygiene routine like cleaning teeth and the problem won't get out of hand.



## **Toys**

Toys brought from home can get lost amongst the ones that belong to Bumblebees so ideally leave them at home or in your child's bag.

## **Mobile phones**

Mobile phones must not be used whilst in the Early Years areas. Phones should be turned off prior to entering – no calls should be made or received and photographs should not be taken.

## **Two-Year-Old Progress Check**

Children who attend an early education or childcare setting will receive a Two-Year-Old Progress Check, required by the government, at some point after their second birthday. This is a very simple check on children's development and is done in partnership with parents and carers. We will discuss this with you and agree a suitable time for this. If your child has already had their Progress Check or attends more than one childcare provider, please let us know.

## **Our Daily Routine**

We feel it is really important that children have consistent routines every day. This helps to provide the children with comfort and security. When children feel this sense of trust and safety they are free to play, explore and learn.

**8.55-9.15:** Welcome

**9.15-9.30:** Circle time and Hello song

**9.30-11.00:** Free flow in the indoor and outdoor learning environments with adult led focus activities

**11.00-11.15:** Energetic circle time. E.g. Dough Disco, wake up shake up

**11.15-11.30:** Hand washing, snack time and talking time

**11.30-11.45:** Story and singing time

**11.45-11.55:** Circle time and Goodbye!

## **Tapestry**



We use a web-based interactive Learning Journey tool called Tapestry to record observations and assessments. Staff take photos, record videos and make notes of children's learning and development on an iPad. By logging on with a secure username and password you will be able to view all of your children's observations, photographs and even video from their time in Bumblebees Two-Year-old provision. You will even receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon their achievements



with your child. You can add comments so that we as a staff find out about which activities your child really enjoyed and the learning they get up to at home.

Each EYFS class has their own secure Tapestry website, stored on a highly secure server which is monitored closely. You will be asked to provide an email address so that we can set up access to your child's Learning Journey electronically. Please note each parent only has access to their own child's Learning Journey. We will also give you detailed information on how to view/use your child's Learning Journey.

If you do not have access to e-mail, please don't worry! Your child is still able to have an online Learning Journey and we will regularly print out observations and add them to the Learning Journey books so that you and your child can read through them together.



We hope you have found this booklet informative but do not hesitate to ask for any further information you may require.

Finally, we are very much looking forward to meeting you and your child and getting to know them. We hope this will be an enjoyable and positive first experience of early learning!