



## Early Years Nursery

# Eynsham Community Primary School

**2025 – 2026**

Everyone soaring to success

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**EYN SHAM COMMUNITY PRIMARY SCHOOL**  
Beech Road, Eynsham, Witney. Oxon. OX29 4LJ

**Executive Headteacher: Mrs G Bayliss    Head of School:    Mrs N Edwards**

**Tel:** 01865 881294    **Website:** [www.eynsham.oxon.sch.uk](http://www.eynsham.oxon.sch.uk)

**Email:** [office.2209@eynsham.oxon.sch.uk](mailto:office.2209@eynsham.oxon.sch.uk)    or    [head.2209@eynsham.oxon.sch.uk](mailto:head.2209@eynsham.oxon.sch.uk)

# Welcome

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## Dear Parents and Carers,

It is my privilege to welcome your child into school as a Nursery-age child in the Early Years Foundation Stage here at Eynsham.

Our aim is for children to leave us at age eleven with a set of core values and qualities, clearly defined skills across a range of curriculum areas and a sound knowledge base having had what we believe to be essential experiences. More details on this vision are available on our website, [www.eynsham.oxon.sch.uk](http://www.eynsham.oxon.sch.uk).

Our School converted to an academy in May 2014 to become part of the EPA, along with seven other primary schools and two Secondary school. The seven schools work together to provide improved opportunities for your

children and to work collaboratively on non-teaching matters to ensure that school leaders can focus more on teaching and learning.

The Early Years Foundation Stage at Eynsham is a place where your child will thrive and be cared for; enjoy a wealth of stimulating and engaging experiences under the care and guidance of our dedicated, approachable and well-trained staff.

I look forward to getting to know your child and to working with you over what I believe are the most important years of a child's education, their primary education.

Yours sincerely,

**Ginny Bayliss**

Executive Headteacher



Eynsham Partnership Academy: Registered in England & Wales. Company no: 07939655

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# Staffing

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## NURSERY STAFF

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<b>Mrs Emily Neath</b>	Nursery Manager (Room 1 Ducklings - N2)
<b>Miss Kiley Morgan</b>	Nursery Manager (Room 2 Cygnets - N1)
<b>Miss Yasmin Denney</b>	Early Years Practitioner
<b>Mrs Teresa Seeney</b>	Early Years Practitioner
<b>Miss Claire Malin</b>	Early Years Practitioner
<b>Mrs Christina Laughton-Rust</b>	Early Years Practitioner
<b>Miss Kayleigh Thompson</b>	Early Years Practitioner
<b>Mrs Aimee Townley</b>	Early Years Practitioner

## SENIOR LEADERSHIP TEAM

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<b>Mrs Ginny Bayliss</b>	Executive Headteacher
<b>Mrs Nicola Edwards</b>	Head of School
<b>Mr Josh Clack</b>	Assistant Headteacher
<b>Mrs Mel Bowler</b>	Early Years Phase Lead
<b>Miss Hayley Davis</b>	Assistant Headteacher/SENDCo
<b>Mr Tom Williams</b>	Assistant Headteacher
<b>Mrs Lisa Podbery</b>	School Manager

## SCHOOL ADMIN TEAM

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<b>Mrs Alice Vincent</b>	School Admin Officer
<b>Ms Sarah Young</b>	Administrative Assistant
<b>Mrs Lucy Merry</b>	Early Years Admissions

A full list of our staffing for the new academic year will be available from September 2025 on the school website.

# Teaching and Learning

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## **Unique Child**

We value all children equally and our flexible approach to teaching includes child led; adult lead and direct teaching which ensures all children's needs are met and that they make good progress .

## **Enabling Environments**

We have well-resourced and organised classrooms and outside areas , where children can quickly develop independence in selecting the equipment needed to further their learning and interests.

## **Positive Relationships**

Children learn to be strong and independent through positive relationships.

Positive Relationships are:

- Warm and loving, and foster a sense of belonging.
- Sensitive and responsive to the child's needs , feelings and interests.
- Supportive of the child's own efforts and independence.
- Consistent in setting clear boundaries.
- Stimulating environment.
- Ambitious curriculum

## **Learning and Development**

During your child's time in Nursery, they will experience a variety of exciting and engaging activities and learning opportunities. We recognise that children develop and learn in different ways and at different rates, and all areas of learning and develop are equally important and interconnected.

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### The Prime Areas are:

- Personal, social & emotional development
- Physical development
- Communication & Language

### The Specific Areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

We believe these areas are equally important and depend on each other to support a rounded approach to child development. We aim to deliver all the areas through both spontaneous and planned for activities with purposeful play at the heart of what we do including a balance of adult-led and child-initiated activities.

The above Areas of Learning are all underpinned by The Characteristics of Effective Teaching and Learning;

- **Playing and Exploring** - children investigate and experience things, and 'have a go'.
- **Active Learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- **Creating and Thinking Critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

We look for these characteristics in children's play e.g. persevering, making links and being willing to try new things.

These tie in with the school values and the Growth Mindset approach adopted by the rest of the school.

When starting Nursery, staff will be observing and getting to know your child (baseline). This will give staff a good understanding of your child's interests, strengths and areas of support.

In turn this informs everyday planning and provides opportunities to develop their learning further. Throughout your child's learning journey with us, they will have regular observations and assessments to track your child's progress against the Early Learning Goals.

## TAPESTRY

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During child and adult-led learning, adults will make observations using the system, **Tapestry**. Tapestry is an electronic system that allows adults to make in-depth observations of children's learning and experiences that informs next steps and planning.

These observations will be shared with parents during termly Stay and Play sessions as we build your child's Learning Journey. There will be opportunities for parents to contribute to Tapestry from home over the course of the year.

## ADDITIONAL NEEDS

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**We are committed to provide a first-rate education for all children.** If your child has additional needs such as a medical or special educational need please ensure this information is recorded on your registration form. There is additional funding available for children with SEND needs so it is important that you discuss this as soon as possible. In the first instance please

spea k with your child's class teacher who cou ld then involve Miss Davis (SENCo). Any information, such as paediatrician or speech therapist reports, are really helpful and it would be useful to receive a copy of these at your child's visit afternoon to enable us to meet with you to plan for individual children's needs , if necessary.



# Routines

## A TYPICAL DAY IN NURSERY

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### Drop off

The classroom usually opens at 8.35am. The classroom doors open at 8.40-8.55. If you arrive after 8.55 please take your child to the school office.

### End of the day

The end of the school day is at 3.10pm. If you are running late for collection, please ring the school office.

### Morning session - 8.40-11.40

### Afternoon session - 12.10 - 3.10

**8.40** - Children arrive and self register.

**8.55** - Welcome song and discuss the days activities.

**9.15** - Independent and adult led activities (children in Ducklings will take part in pre Phonics games).

**9.30 - 10.00** - Roll snack - children can independently access snack time.

**10.00** - Free flow inside and out

**11.00** - Tidy up time

**11.10** - Storytime and songs

**11.40** - Home time and lunch

**1.00** - Register and storytime

**1.15** - Independent choosing and small group activities (Ducklings will take part in pre Phonics and Maths activities).

**2.00** - Free flow inside and out

**2.30** - Tidy up time followed by carpet time (story, songs, cosmic yoga, show and tell)

**3.00** - Getting ready for home

## STARTING SCHOOL

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We will spend time in September supporting the children when settling into their new classroom environment and you will be given a form which explains your child's staggered start. This will ensure that your child settles in carefully and has time to adjust to their new class.

## UNIFORM

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### DUCKLINGS

Children need to come into school each day in a full, named school uniform.

Our school branded uniform is available to buy online from PMG Schoolwear by visiting the following website:

[www.pmgschoolwear.co.uk](http://www.pmgschoolwear.co.uk)

just scroll down on the drop down menu to find our school.

- **Dark grey shorts, trousers, pinafore dresses or skirts** (dark navy gingham dresses in summer term)
- **Grey/Navy tights, grey socks**
- **Navy or white polo shirt**
- **Navy V-neck cardigan or crew neck jumper**
- **Black school shoes** (Velcro if possible)
- **Please note that long hair should be tied up and stud earrings only**

**PLEASE ENSURE ALL ITEMS ARE LABELLED TO REDUCE THE RISK OF LOSS OR MISPLACEMENT**

### ITEMS TO BRING IN

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- **A pair of named wellington boots**
- **A named water bottle**
- **A spare change of clothes**
- **A named coat** as we will be outside in all weathers!

### CYGNETS

Children will get messy in Nursery, it's part of the fun and experience. They might come home with stains (eating independently or paint).

We do ask, that for that reason, parents ensure your child wears clothes that are practical and that you do not mind getting a bit messy.

Children should ideally have slip on or velcro shoes so that they can be independent.

Comfortable clothes that are easy to come on and off would be appreciated, by the child and the Nursery staff. We recommend basic leggings/joggers, something comfortable and easy to change into.

**PLEASE ENSURE ALL ITEMS ARE LABELLED TO REDUCE THE RISK OF LOSS OR MISPLACEMENT**

- **Waterproofs**
- **Sunhats**
- **Book bags** (Available via the school office or Parentmail)

## FEES AND INVOICING

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### Early Years Session Fees – Cygnets & Ducklings

Morning Session : 8:40am – 11:40am £18 per session

Afternoon Session: 12:10pm -3:10pm £18 per session

### Lunch Club fees

Cygnets lunch club 11:40am-12:10pm £3 per day

Payable for all children, unless they receive a fully funded 30-hour place. Invoices are issued termly and must be paid within that term. Hours may be declined for the following term, until payment has been received.

Fees are still payable for absences due to illness or personal holidays. There is no charge for planned school closures (inset days). In the rare event that the School is closed due to unforeseen circumstances (e.g. severe weather conditions or power failure) fees will still be payable.

Invoices can be paid direct into the school bank account, details on the invoice.

Alternatively, we accept the tax-free childcare vouchers.

If you have a workplace childcare voucher scheme, please contact the office.

## PARENTMAIL

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Here at Eynsham Primary, we use an online communication programme called 'Arbor' to communicate any information from school to home. This also has an online payment facility for items such as occasional day trips, & book bags. The school will communicate any information relevant for your child's class, for example, the school newsletter, a note home from the teacher or a payment item for a day trip.

The school office will create your account once you have completed our school 'pupil admission form' and will use the email addresses you supply on this form to do so.

## ABSENCES

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If your child is ill or not attending for any reason please inform the school office by telephone using **01865 881294** for a verbal message or email **office.2209@**

**eynsham.oxon.sch.uk**. You can also notify the office of absences using the Arbor app.

## ILLNESS AND MEDICINES

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**Please be reassured that if your child becomes ill during the school day that we will phone the contact numbers held in the office.** If these should change please keep us informed to avoid any unnecessary distress to your child. In accordance with Oxfordshire County Council guidelines to schools, we will administer medicines in certain

circumstances. Please talk to your child's teacher if this is applicable. Any medication given will require a form completed and signed by you. It is also hugely important that the school are aware of any allergies that your child may have. Please let the school know prior to your child starting with us.

## ACCIDENTS

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If your child does have an accident at school the appropriate first aid will be carried out and recorded on an accident report sheet, which we will ask you to sign. If your child has a bump to the head, we will call you to inform you of this and ask how you would like to proceed. In most cases no action is necessary, and this is a precautionary measure.

In the unlikely event of a more serious injury we will contact you as soon as possible and call the emergency services as required. If someone else is collecting your child they will be given a copy of the form to pass on to you unless you inform us otherwise.

## EYNSHAM PARENT TEACHER ASSOCIATION

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**When your child starts at Eynsham Primary, you join the community of teachers, parents, carers, and friends of the school known as the Parent-Teacher Association (PTA).**

The PTA exists to raise funds to enhance our children's education, as well as to create connections between home, school, and the local community. Together, we organise events, sales, fundraisers, sponsorship, donations and more – as well as regular social gatherings.

The PTA is run by a small, hard-working committee elected at each year's Annual General Meeting, supported by regular or occasional volunteers who donate as much or as little of their time, ideas or skills as they choose. We're a friendly group and love getting to know new people - all welcome to join in!

To get in touch, ask questions, or sign up to the PTA mailing list contact: [eynshamprimarypta@outlook.com](mailto:eynshamprimarypta@outlook.com) or find us at [www.facebook.com/groups/Eynshamprimarypta](https://www.facebook.com/groups/Eynshamprimarypta)

# We very much look forward to welcoming you and your child to the nursery at Eynsham Community Primary School.

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**If you have any questions please do not hesitate to contact the school office on:**

office.2209@eynsham.oxon.sch.uk  
on.sch.uk



Tel: 01865 881294 Website: [www.eynsham.oxon.sch.uk](http://www.eynsham.oxon.sch.uk)

Email: [office.2209@eynsham.oxon.sch.uk](mailto:office.2209@eynsham.oxon.sch.uk) or [head.2209@eynsham.oxon.sch.uk](mailto:head.2209@eynsham.oxon.sch.uk)