

Welcome to Etherley Lane Nursery School



Parent Information Booklet

Etherley Lane Nursery School
Hazel Grove
Bishop Auckland
County Durham
DL14 7RF

Telephone—01388 604835

Email Address—etherleylanenursery@durhamlearning.net

Website—www.etherleylane-pri.durham.sch.uk/etherley-lane-nursery

We are delighted to welcome you and your child to Etherley Lane Nursery School.

Etherley Lane Nursery School works to create a safe, secure environment for all our children that provides opportunities for discovery and exploration. We believe this approach fosters a love of learning and provides the possibilities and opportunities that children need to grow into competent and capable members of a community. We are a setting that promotes a happy, caring and welcoming atmosphere for all families that is based upon mutual respect.



It is a big step for young children to join nursery. With your help, our nursery staff aim to provide a stimulating environment in which your child can develop and make progress. We hope their experience at our nursery will provide a positive and happy experience to support them later in their school life.

Learning takes place in all aspects of our nursery, through creating a daily routine with your child, carpet time learning and play.

At nursery your child will be encouraged to be independent, which will start to help them learn to do small daily tasks as part of their routine, for example, to put on their own coat, to wash and dry their hands and to help tidy up.



Etherley Lane Nursery Learning Journals

We use digital learning journals which are shared between nursery and home. We use an online app called Learning Journals which you can access on your phone or computer. This links with our assessment system which is based on your child's milestones. We will send you a login by email when your child joins nursery.

We will send regular updates of your child's progress with their learning at nursery with photos, comments and short observations. We keep these posts to a reasonable amount as we know you would rather we were playing with your child than recording everything they do. You can also upload photos from home too to show us what your child has been learning at home.



Etherley Lane Nursery Mobile Phone Policy

Etherley Lane Nursery School has a mobile phone policy that applies to all parents, carers and visitors. There is a concern that mobile phones with integrated cameras enable anyone to take photographs or video footage without knowledge of those being targeted. The dangers to children are clear. This policy ensures our children are fully protected.

Etherley Lane Nursery School accepts that parents, carers and visitors will bring their mobile phones into nursery. However, they are asked not to use them within the nursery room or where any children are present. Mobile phones should be turned off while in the building. The only exception to this is at events when families have the permission of the school to use them and any photographs taken must not be used on any social media or websites.

Any contractors needing to use phones to undertake work in the nursery should go to the office to use them.

Anyone found taking images/footage of children via their mobile phones will be immediately asked to put the phone away and delete any images taken or leave the nursery.

Etherley Lane Nursery Uniform

We have a nursery uniform but this is not compulsory. Our uniform is supplied by a local company called Cre8ive Graphics which is based in Bishop Auckland. You can purchase your child's uniform online using the following link. Any items ordered can be delivered to nursery free of charge.

www.cre8iveschoolwear.co.uk/product-category/etherley-lane-nursery-school



If your child is not wearing our nursery uniform, they can come into nursery in any other suitable clothing. Nursery children take part in messy play both indoors and outdoors so please make sure they are dressed in clothes that you don't mind getting a little messy.

Please can we ask that children's clothing is suitable for the weather and your child brings a coat with them to nursery each day.

In the warmer months, please apply sun cream to your child before they attend nursery. During the day, our nursery staff will apply additional sun cream which nursery supplies. Your child will also need a sun hat to play outside. We do have some spare sun hats at nursery if needed.

Please remember to name all of your child's clothing so we can return any lost property to your child.

Etherley Lane Nursery Sessions & Timings

We offer various sessions including breakfast club and wrap around care which are detailed below;

SESSION TYPE	TIMINGS
Breakfast Club	7.45am - 8.45am
Full Day Session	8.45am—2.45pm
Morning Session	8.45am - 11.45am
Lunch Club	11.45am - 12.15pm
Afternoon Session	12.15pm - 3.15pm
After School Club	2.45pm - 3.15pm
After School Club	3.15pm - 4.00pm

Breakfast club runs from 7.45am till 8.45am and is charged at £5.00 per session. Breakfast is provided for your child.

Lunch club runs from 11.45am until 12.15pm and is available for £3.00 per session (where applicable). If your child stays for lunch, parents are required to provide a healthy packed lunch following our packed lunch policy which is available to view on our website.

Wrap around care runs two different sessions which are available depending on your child's daily sessions. A session is available from 2.45pm to 3.15pm which runs in line with Etherley Lane Primary School finishing time at a cost of £3.00 per session.

We also offer an additional wrap around until 4.00pm on Tuesday's, Wednesday's and Thursday's at a cost of £10.00 per session.

Bookings for any wrap around care must be booked on Arbor and require a week's notice.

Etherley Lane Nursery Transition

When your child starts at nursery, we stagger the intake of new children which enables us to spend quality time with your child and help settle your child into nursery routine.



Once you have completed all relevant forms for your child, you will agree a start date with a member of staff. If you would like to arrange for a settling in session for your child prior to them starting with us, please inform a member of staff and we can arrange this.



Your child will be allocated a key group which will be led by a member of staff who is their key person. Your child will be in their key group every day towards the beginning of their sessions. After this, all staff work with all children during the rest of their session.

Snacks and drinks are provided daily to all children at no additional cost to you. If your child has any dietary requirements, please ensure you inform our staff. Children can bring a water bottle with them to nursery however drinks are provided with snacks.

If your child is in nappies, please provide them with spares, wipes and nappy sacks in their bags. Please also provide a change of clothes each day just in case they are needed.



If your child is unwell or cannot attend nursery for any reason, please call our office to let us know the reason for absence.

If your child is well enough to attend nursery but needs medicine during the day, you can complete a form and we can give this to your child as required. Any medicine will need to be handed in to a member of staff to be signed in and collected by an adult at the end of the day.



If your child is experiencing any problems, please feel free to discuss this with our staff as we have access to other professionals such

as Health Visitors and Family workers if their help is needed.

We acknowledge sometimes your child may need to bring something in from home as comfort but once your child has settled, please discourage this as items can be lost or damaged at nursery.

Etherley Lane Nursery Communications

At Etherley Lane Nursery School we use Arbor to communicate with parents, log all of your child's details and much more.



When your child joins our nursery, you will receive an invitation link to the email address you provided to join Arbor and create your account. Please note this link will expire after 96 hours, if there is a problem with your link, please contact the office.

All details and guidance on how to create your account are included in a user guide which can be found on our website under the Useful Links tab or at the following:

<https://etherleylane-pri.durham.sch.uk/wp-content/uploads/2026/01/Arbor-Parent-Userguide-Nursery.pdf>

If you would like a paper copy of this user guide, please contact the office who will provide one.

Arbor can be used to book, give consent and pay for nursery trips, make payments where needed, book breakfast club or after school club attendance, view your child's daily attendance and change any contact details. Arbor will also be used to send all communications from nursery by text and email so please ensure you enable push notifications.

Children are invited to attend regular trips throughout their time at nursery. We will notify you of this by email or text for your consent and we ask for a voluntary contribution towards the costs of the trip which are heavily subsidised by nursery which can be paid on Arbor.

Regular posts are also posted on our Federation Facebook page, along with newsletters which are issued once a term via email and available to view on our website.

