



Prospectus 2018-2019

www.featherstonenurseryschool.org.uk

Featherstone Nursery School

29 Highcroft Road

Erdington

Birmingham, B23 6AU

Telephone: 0121 675 3408

Head Teacher—Elaine Dupree

Chair of Governors—Marta Woodley

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IMPORTANT DATES FOR YOUR DIARY AND CALENDAR

PLEASE NOTE YOU NEED TO REFER TO YOUR CHILD'S LETTER FOR YOUR
ACTUAL START DATE

School year September 2018-July 2019

Staff Training Days 2018-2019 (closed to children)

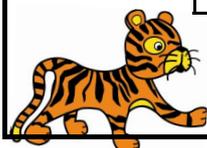
Day 1 & Day 2 Monday 3rd and Tuesday 4th September 2018

Day 3 Monday 7th January 2019

Day 4 Monday 29th April 2019

Day 5 - Monday 22nd July 2019

School year 2018-2019	School Days	Holidays
Autumn 1	Monday 3rd September to Friday 26th October	Monday 29th October to Friday 2nd November
Autumn 2	Monday 5th November to Friday 21st December	Monday 24th December to Friday 4th January
Spring 1	Monday 7th January to Friday 15th February	Monday 18th February to Friday 22nd February
Spring 2	Monday 25th February to Friday 12th April	Monday 15th April to Friday 26th April
Summer 1	Monday 29th April to Friday 24th May	Monday 27th May to Friday 31st May
Summer 2	Monday 3rd June to Monday 22nd July	Tuesday 23rd July to term start date to be confirmed



FEATHERSTONE NURSERY SCHOOL

Dear Parents,

Welcome to Featherstone Nursery School. With your help and support I know that your child will soon settle into Nursery and enjoy their time with us.

This booklet aims to explain how our nursery operates and to answer any questions you may have. Please come and talk to us if there is anything we have not answered. You will always be most welcome!

Our Nursery School is a 78 place Nursery School offering both 30 hour full time and 15 hour part-time places. Children are generally admitted in the term after their third birthday (depending on available spaces). We are also able to offer places to children who are eligible for the 2 year old entitlement.

The Nursery is a Local Education Authority Maintained Nursery School. The last Ofsted inspection was in January 2016 and the report is available to parents or can be accessed via the Ofsted website.

On behalf of our staff team, I would like to welcome you once more to our Nursery School, and to wish you and your child a happy and rewarding time with us. We seek at all times to work in close partnership with parents and carers.

Our motto is **“It takes a whole community to raise a child”**.

Best wishes,

Elaine Dupree
Head Teacher



Admissions Policy

Admissions Policy

The school follows the Local Authority's current Admission Guidance. Children usually have to live in Birmingham and places are offered on a priority basis so that children in the most educational need have first call upon nursery education, wherever possible. There is a government directed entitlement to nursery provision which states that children are entitled to 15 hours per week beginning the term after their third birthday. 30 hour places are available to eligible parents. Parents need to apply for a 30 hour funding code. More information is available at Reception. We do take some 2 year old children during the term who meet the eligibility criteria for a 2 year old place. The length of time a child's name has been on the waiting list is not, therefore, taken into account.

Bringing and Collecting Your Child

As a school we expect parents/carers to ensure that their children are punctual and have good attendance so that their child can reach their full potential with us. Attendance and punctuality are monitored regularly and regular feedback will be given to parents/carers. All records are kept for Ofsted inspection purposes.

Always bring your child right into the classroom to be greeted by a member of staff and when you collect him/her they should always say goodbye. In this way you make staff aware of your child's presence and provide for their safety.

Regular attendance and punctuality are important to enable your child to benefit fully from their nursery education, and to build good habits for the future.

You **must telephone school** if they are going to be absent for any reason.

Ideally you will bring your child and collect them yourself, but if this is not possible, then a responsible adult (over the age of 16) should undertake this task.

Make sure that staff are informed of the name, contact number and other relevant details of any adult whom you are authorising to collect your child. Please ensure that they know the security password that you have given to us when you complete your emergency contact details.

It is essential that you can be contacted at all times in case of accidents or emergencies. If you provide us with a mobile number your 'phone therefore must be switched on at all times. Also please ensure that you inform us of any changes to your address or telephone numbers.



Governing Body

On behalf of the Governing Body, we would like to welcome you and your child to our Nursery:

Ms Elaine Dupree	Head Teacher
Mrs Marta Woodley	Chair
Mrs Sue Stevens	Staff Governor
Ms Blessing David	Co-opted Governor
Mrs Firmida Bi	Co-opted Governor
Ms Abi Cartmale	Parent Governor
Mr Tom West	Co-opted Governor
Vacancy	LA Governor
Vacancy	Parent Governor

Associate Member

Mrs Rachel Allen

Governing Bodies are expected to play three key roles

1. Working strategically to help to define the school's values, visions and aims to discuss and agree plans and policies.
2. Acting as critical friends, supporting the Head and staff, as well as constructively challenging and building on their expectations, to ensure that the possible outcomes for the children are achieved.
3. Ensuring accountability – Governors answer for their decision and the school's performance to parents, teachers, pupils, staff and others with an interest in the school. They are required to present a report to parents annually about the school's performance.

The responsibilities of Governing Bodies are:

- | | | |
|---------------|-------------|-----------------|
| 1. Standards | 4. Policies | 7. Appointments |
| 2. Targets | 5. Finance | 8. Discipline |
| 3. Curriculum | 6. Staffing | 9. Inspection |

Once again, welcome to this exciting school!



What happens when my child starts Nursery?

Children start nursery in small groups at the start of term. **Parents are expected to be available in school for the first few days to help the children to settle down happily.** Even if a child has previously been in another setting they still have new people and a new environment to become familiar with. The time they spend at nursery is gradually extended until they attend for a full day. Please take note of your child's starting arrangements and adhere to these to ensure a good experience for all children. **Exceptions to this process will only be made in case of emergencies and only authorised by the Head Teacher.**

The children are based in one of two classrooms with a class teacher and two teaching assistants. Following registration, children are able to access the work areas in both classrooms and outside.

Your Child at School

Your child will be allocated a place in a key worker group. Each class has 3 key worker groups and is led by a teacher with qualified teaching assistants.

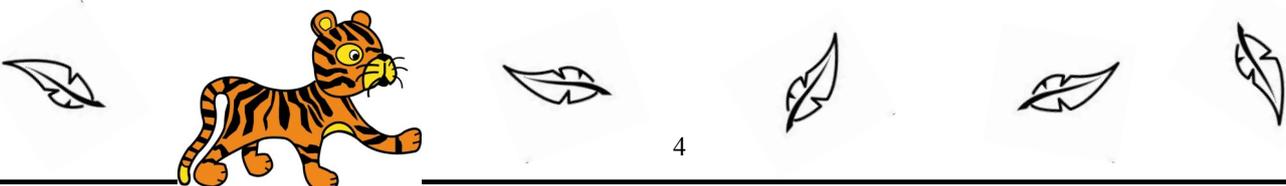
The staff are very aware of the anxieties that parents and children can experience during the early days at school, so please feel free to discuss any concerns you have, or any problems which arise so that we can deal with them as soon as possible. We believe that a calm and happy introduction to nursery is vital to ensure your child is settled and has positive feelings about starting. This sets up the year with us in a positive way and the children can move forward with confidence. The early days in nursery form a big impression in your child's mind, and we need to ensure that they are right impressions, so the settling in period happens at a pace to suit your child.

On arriving at nursery school please encourage your child to hang up their own coat in the cloakroom and take them into the class to be greeted by the staff to ensure that each child is handed over to staff safely.

Who will work with my child?

Introducing the Nursery Team:

Elaine Dupree	Head Teacher
Sue Stevens	Deputy Head Teacher
Jacqueline Fortey	Nursery Teacher
Jen Anderson	Teaching Assistant (part time) / Senior Lunchtime Supervisors
Rebecca Villers	Teaching Assistant (part time)
Rosemary Thompson	Teaching Assistant
Nancy Solomon	Teaching Assistant
Hardip Bhardwaj	Teaching Assistant (part time)
Shervorne Richardson	Teaching Assistant (part time)
Paul Hicks	Nursery Officer
Natjeejah Silvera	Nursery Officer
Michelle Alden	Playworker
Rachel Allen	Office Manager
Wendy Griffiths	Clerical Assistant
Zakia Parveen	Lunchtime Supervisor / Cleaner
Saymia Sheenan	Lunchtime Supervisor
Steve Ward	Building Site Manager



What are the opening times?

- 30 hour children attend 8.30am to 2.30pm Monday, Tuesday, Wednesday, Thursday and Friday
- Part-time children attending at the beginning of the week attend Monday and Tuesday 8.30am-2.30pm and Wednesday 8.30am to 11.30am or end of the week - Wednesday 12.00 to 3.00pm; Thursday and Friday 8.30am - 2.30pm
- Part time children attending morning only attend Monday to Friday 8.30am to 11.30am or afternoon only attend Monday to Friday 12.00 midday to 3.00pm.
- Please ask about our breakfast and after school club charges - available from 7.30am until 5.00pm

How much do I have to pay?

Nursery education is free of charge. We ask for a voluntary contribution towards school fund of £1.00 a week. This money is spent on the children to provide:

- Drinks and snacks
- Cooking ingredients and our successful organic gardening project.
- Extra experiences e.g. the Life Education Bus, Artists in residence etc
- Books and resources
- Subsidising transport for trips
- Gardening project

Please send the **correct amount of money in a white envelope labelled with your child's name and group**. We also hold fund raising events throughout the year and hope that you will support us.

Dinner Money

- School dinners are provided by Robinson's Catering and cooked at their kitchen's and delivered daily by van.
- If your child will be arriving late for any reason you will need to inform us so that we can make sure your child has a dinner .
Dinner money for the week should be paid in advance and we are unable to provide refunds if your child is absent through illness as we order our dinners one week in advance.
- Details about the cost of school meals and how to pay by cheque are available from the school office.
- Some parents may be entitled to claim free meals. Application forms and advice are available in the school office, office staff will be happy to answer any questions you have about school meals or school fund payments.

The correct money for school fund and dinners should be placed in separate envelopes clearly marked with your child's name, class and amount enclosed. They need to be handed into the office on your child's first day of attendance each week. Please do not give money to classroom staff as they need to focus their attention on the children and can not take responsibility for passing money on.

Information regarding menus is available each week displayed in the corridor.

Charging Policy

The Governing Body has a Charging and Remission Policy which is available in school should you want to see it. All children have an entitlement to participate fully in curriculum activities regardless of family income.



What does my child need to wear?

We have school polo shirts and sweat shirts available for children. We do not have a uniform but these are available for your child to wear if you wish. For prices, colours etc please talk to office staff.

Here are a few points to consider when dressing your child for school:

1. Your child will be using paint, glue, clay, sand etc. on a daily basis, so please do not dress him/her in their best clothes!
2. Please dress your child in comfortable clothes which he/she can manage for themselves, to encourage confidence and independence in developing self help skills, and lessen the chance of toileting accidents.
3. Avoid tight jeans, dungarees, and belts with a buckle which children find difficult to manage. Jogging bottoms and tops are ideal for both boys and girls.
4. A warm coat is needed for outside play in all but the sunniest weather.
5. WE PLAY OUTDOORS IN ALL KINDS OF WEATHER, so children need adequate protection. In cold weather make sure your child has a warm hat and a pair of mittens. We do not permit scarves for outdoor play, there is a risk that they will become entangled in equipment.
6. **Please make sure all clothing including coats, hats, wellies etc are marked with your child's name.**
7. If your child wears wellies to walk to school in wet weather, please make sure he/she has a pair of indoor shoes to change into.
8. In hot weather guard your child against the harmful effects of the sun by making sure his/her shoulders are covered, and face protection by a sun hat. Sun cream can be kept in school, please ensure that it is named.
9. **We do not allow children to use climbing equipment if they are wearing open toed sandals, "jelly" shoes, flip flops or fashion footwear with heels, as these are extremely hazardous and do not provide support on landing.**



From time to time staff may need to change your child's clothing and lend him/her some nursery clothing. This is in short supply so please wash and return it as soon as possible. Each child has a special bag that hangs on his/her peg where you can put a spare set of clothing, pants, socks etc.



Parents in School

Education is a partnership with children, parents and school working together to achieve the best we can for each child. We are committed to this principle, and we offer many opportunities for parents and carers to share in the life of the school.

We value parents as their child's first educators and hope to work in partnership with you for the benefit of all our children. You will be invited to participate in trips and outings, workshops, operating the toy and book library and family learning opportunities. The Children's Centre will offer a wide range of services and opportunities for training.

Information for parents

Information will be presented to carers and parents in many ways: In newsletters, corridor displays in school, special invitations, text-arounds and when appropriate through informal contact with staff. We also send out a weekly newsletter to inform parents of our learning focus for the week with ideas to help your child at home.



Featherstone Nursery School

Principles

Our principles are guided by the principles of the EYFS:

- **A unique Child: Every child is a unique learner from birth who can be resilient, capable, confident and self-assured.**
 - The development of confidence and positive self-esteem are integral to learning.

- **Positive Relationships: Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.**
 - Early childhood is the foundation on which children build the rest of their lives. It is not just a preparation for the next stage, it is vitally important in itself.
 - The relationships which children establish with adults and other children are of central importance to their development.

- **Enabling Environments: The environment plays a key role in supporting and extending children's development and learning.**
 - Children learn more effectively when they are actively involved and interested.
 - Independence is promoted through a process of sustained shared thinking with adults and other children.

- **Learning and Developing: Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.**
 - Children develop emotionally, intellectually, morally, physically socially and spiritually and at different rates. All aspects of development are equally important and are interwoven.
 - What children can do rather than what they cannot do, are the starting points in their learning.
 - There are many forms of intelligence and at this setting we recognize, value and celebrate all of them.



Featherstone Nursery School

Our aims are:

- * To create a child-centred learning environment that is not only secure and inviting but also stimulating and challenging.
- * To develop a working partnership with parents.
- * To foster each child's potential to function as an independent, confident, articulate responsible and caring member of society.
- * To be aware of, and provide for, any particular needs of pupils having regard to their social, ethnic, cultural, linguistic and religious backgrounds.
- * To prepare children for life in a multi-cultural society, building upon the strengths of cultural diversity.
- * To develop children's thinking skills, dispositions to learn, knowledge and understanding through developmentally appropriate experiences within the school and beyond.
- * To be a resource for the community, and to use the community as a resource to enhance teaching and learning.
- * To lay secure foundations for future learning by encouraging children to behave as learners and thinkers, ready to take advantage of the challenges and opportunities of every stage of education.
- * To develop in every child a realistic, positive self-image and feelings of self-worth.
- * To ensure that every child has access to a broad balanced and relevant curriculum.
- * To work in partnership with parents and carers to develop good patterns of attendance, punctuality and a positive approach to behaviour and discipline.
- * To ensure the early identification and support of children with special or additional needs.
- * To work collaboratively with other individuals and organisations in order to support children and their families effectively.



The Curriculum

The curriculum consists of everything that the child experiences in school, and is designed to meet the school's aims by fostering the physical, social, emotional, spiritual and cognitive development of each child.

The children are learning mainly through play, and we plan and teach around the seven areas of Learning and Development of the new Early Years Foundation Stage (EYFS 2017). There are 3 prime areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

There are 4 specific areas:

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

In addition the new guidance outlines the Characteristics of Effective Learning which are particularly important to us in the nursery school. These characteristics are:

- Playing and Exploring-engagement: Finding out and exploring; playing with what they know; and being willing to "have a go".
- Active Learning-motivation: Being involved and concentrating; keeping trying and enjoying achieving what they set out to do.
- Creating and thinking critically-thinking: Having their own ideas; making links and choosing ways to do things.

You can find out more about the curriculum we follow on the Foundation years website www.foundationyears.org.uk and our Nursery school website.



Pupil Online learning Journals

Staff monitor and record each child's learning experiences on a regular basis through formal and informal observation. These assessments help to build up a picture of the child's progress during their time in Nursery School. We use an on-line Learning Journey program called Tapestry. It is accessed via a secure e-mail and password by staff and parents. Each child has their own on-line Learning journey which all staff contribute to and now parents can too. You will be given the option to provide an e-mail and password of your choosing to create your own individual log in to see your child's profile. These learning journeys are accessible at all times for you to look at, comment on or add to using either a phone, tablet or pc/laptop with internet access. This forms a unique and individual record of their "learning story".



Parental Access to Children's Records

Under Data Protection requirements all records held in school concerning your child and family details are kept in accordance with the most recent guidance. Staff are trained in Data Protection procedures and we adhere to these at all times. If you wish to see any records kept concerning your child please ask at the main office. We will require the appropriate notice period to meet such a request. Necessary information may be shared with other statutory agencies or partner agencies but this process is governed by Information Sharing Protocols.



Health and Safety

School Entrance

For the safety of children and staff it is essential that you always close the entrance gates and doors behind you securely. If you fail to do this, children may get out on to the road and be injured. Parents are not authorised to open the doors to other visitors, allowing access to school grounds is a staff responsibility. Please remember that these safeguards exist for the children's safety. Please park sensibly and away from the school entrance to safeguard all children.

Attendance

We do expect your child to attend every day and to be on time. Please notify us if your child needs to be absent for any reason, and tell the staff if your child is attending any outside agency for medical or other treatment e.g. hospital, clinic, speech therapy etc.

Establishing good habits at this early age provides a good start for children as they move onto primary school. Attendance and punctuality are monitored termly and feedback will be given to you to encourage good habits early.

Illness

The school has a policy regarding medicines in school. If your child requires medicine on an ongoing basis i.e. asthma inhalers, please talk to a member of staff about this.

If your child is ill please keep him/her at home.

Remember your child must not attend school for at least 2 clear days if suffering from loose stools (diarrhoea) and for at least 24 hours if he/she has been vomiting. Please keep school informed.

If your doctor prescribes antibiotics please ask them to prescribe antibiotics in dosages which mean that the medicine can be administered outside of school hours, wherever possible. This will mean that most antibiotic medication will not need to be administered during school hours. For example, if the prescription states that twice daily doses should be given, these can be administered in the morning before school and in the evening after school, and if the prescription requires three doses a day these can often be given in the morning before school, immediately after school and at bedtime.

Children are most likely to have an adverse reaction to a new antibiotic after the second dose, therefore we recommend that you keep your child at home to administer the first and second doses of the course and monitor your child for 24 hours before they return to Nursery school.

Antibiotics should always be administered in accordance with the prescriber's instructions. If your child requires 4 doses per day then you MUST speak to a member of staff.

Please do not bring older children who are absent from school with infectious diseases into the nursery as they can put others at risk.

Head lice

These are very common in school, but the Health Authority no longer carries out routine inspections in school. It is important therefore to check your child's hair regularly. The nursery regularly issues advice for parents.



Health and Safety

Smoking/Drinking

All Birmingham schools are no smoking areas, and this includes the outdoor play areas and the school grounds. Please pass this information on to anyone who might collect your child from school. Alcohol is also banned from school premises. We also ask you not to bring dogs onto the school premises as they may soil the play areas and frighten some children. Thank you for your co-operation.

Pushchairs - NO BUGGIES ARE TO BE BROUGHT INTO THE BUILDING

Storage for pushchairs is available in a buggy storage area close to the main entrance. Please remember the corridors must be kept clear as they give access to the fire exits. We would also advise you not to leave babies or younger children unattended outside in prams or buggies while you are in the building.

Accident Procedures

If your child has an accident at school the following procedures are in place:

- The required number of staff are trained in Paediatric First Aid
- In addition there are named First Aiders - trained in adult first aid
- Details of the accident are recorded in the Accident Book
- A standard 'head bump letter' is completed when necessary to be given to parents
- Children are treated with comfort and support, and any necessary First Aid. The child will be monitored as necessary.
- The child's key worker is informed.
- In the event of an accident requiring medical attention, an ambulance will be called and parents will be contacted by phone. In such an event school medical emergency procedures will be followed.



Special Educational Needs

We believe that the early identification of children with additional or special learning needs is crucial if children are to be given an appropriately differentiated curriculum and support to develop their self-esteem and realise their potential.

The knowledge, views and experiences of parents, who are their child's first educators, are vital in the identification, assessment and support process. Parents are our partners in the education process, and this partnership is essential if the children are to make progress.

The Head Teacher and Special Educational Needs Coordinator (SENCo) have overall responsibility for special needs in the nursery and we have a special needs policy, which is available on request.

Behaviour in Nursery

We know that you want your child to do well in nursery. If they behave appropriately they learn and so do all of the other children around them.

We do have a Behaviour Management Policy, which complies with guidance provided by the Local Authority, a copy of this is available to parents on request. We follow a positive behaviour approach and believe that praise develops self-esteem and confidence. We expect the children to listen to the adults in nursery and to each other, and to respect that they are part of a wider group in nursery and that everyone is equally important. If nursery is a calm and safe environment then all of the children will be free to learn and to enjoy themselves.

If your child is not behaving appropriately, we will speak to you about it and seek your support and help in resolving any difficulties.



Equal Opportunities

We adhere to the Equality Act 2010, where it is unlawful for a school to discriminate against a pupil or prospective pupil by treating any of them less favourably because of their;-

- sex
- race
- disability
- religion or belief
- sexual orientation
- gender reassignment
- pregnancy or maternity

A key statutory requirement of the revised EYFS (April 2017) is that providers must promote equality of opportunity for all children in their care.

- * Equal Opportunities is an important aspect of raising aspirations, self-esteem and educational standards.
- * Everyone has the right to receive information, views and guidance in order to effectively make important decisions for themselves.
- * Racism, sexism and other discriminatory practices are demeaning for all and must be challenged.
- * The richness of cultural diversity must be recognised and celebrated.
- * Provision must be made for particular needs of all regards to ethnic, cultural, historical, linguistic and religious backgrounds.
- * Everyone is entitled to access a range of high quality educational opportunities and career choices.
- * Everyone must have experience of appropriate role models of different groups to encourage them to have high expectations of themselves and each other.
- * Positive attitudes towards Equal Opportunities for all must be developed.
- * Inclusive education will benefit everyone by increasing understand and appreciation of other peoples lives.
- * We aim to promote equal opportunities for all pupils irrespective of gender, race, poverty, or wealth, disability, colour, ethnic or national origin, nationality or religion.

Personal Accident Insurance

The city carries no personal accident insurance on behalf of pupils. Parents who feel that this type of cover is necessary are advised to take out an appropriate policy with an insurance company.

Pupil's Personal Property

The personal property of pupils is not insured by the city. It is the responsibility of parents to ensure that such items of value are adequately insured through their own policies.



Child Protection Regulations/Safeguarding

Under procedures laid down by the Education Authority, the Head Teacher is responsible for child protection and has a legal obligation to take appropriate action where non-accidental injury or abuse of any kind is suspected.

Our setting is committed to safeguarding and promoting the well being of all children and expects our staff and volunteers to share this commitment.

It is the duty of every adult coming into contact with the children to refer any concerns regarding a child's welfare to the Designated Safeguarding Lead (DSL). The Designated Safeguarding Leads for our school are Elaine Dupree, Head Teacher, and Sue Stevens, Deputy Head Teacher and Rachel Allen, Office Manager

This may mean referral to Social Care and Health without parents' knowledge or consent (if necessary).

It may be necessary to change your child's clothes in school (due to toileting accident or over enthusiastic water play etc). You will be asked to sign a consent form if you have no objection to this.

Complaints Procedure

If you wish to raise any concern on issues relating to school, this is what you should do:

1. Speak to your child's teacher or keyworker

If you are still unhappy:

2. Speak to the Head Teacher

If you are still unhappy:

3. Contact the Chair of Governors

If the school is unable to resolve the concern informally, then a formal complaint can be made to the Head Teacher who will then follow the Complaints Procedure as recommended by the L.E.A or ultimately the Secretary of State for Education.

We make every effort to resolve any problems as and when they arise.

On behalf of the whole school team I would like to welcome you once more to our Nursery, and to wish you and your child a happy and rewarding year with us.

