

St Edmund's Nursery School & Children's Centre

"Putting Children and Families at the Centre of Learning."

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Welcome to our Nursery School and
Children's Centre





Introduction

This booklet is for parents, carers and people in the local community who are interested in St Edmund's Nursery School and Children's Centre.

We provide high quality nursery school education, extended provision between the hours of 7.45am and 5.45 pm and a range of services for children, families and the community.

We hope you will find this information helps you to decide whether this is the right place for you and your child. If there are other things you need to know, please do not hesitate to come and ask us.

Brief History

The original St Edmund's Nursery School occupied the building erected by the congregation and Sunday School of Brownroyd Mission Church, Bingley Street in affectionate remembrance of HW Newport who for many years took an active part in the work of the church. The memorial stone was laid on 24th October 1874. The Nursery School has provided high quality nursery education for many years which is an excellent foundation for our future work.

In 2004 we began to look forward to the development of St Edmund's Nursery School and Children's Centre. The new building opened in the autumn of 2006. This development is part of the national Sure Start programme to ensure families and children are able to access the help and support they need.



St Edmund's Nursery School and Children's Centre

"Putting Children and Families at the Centre of Learning"

AIMS

- To provide a warm, secure and welcoming environment.
- To value all children and parents.
- To provide high quality education and care.
- To provide a broad, balanced and well planned curriculum.
- To engage and inspire all children through valuing their interests and setting high expectations.
- To develop a culture of life long learning for all.
- To ensure equality through promoting inclusive practices.
- To work with families and other agencies to provide the best possible start for children.
- To continually monitor and evaluate our work.



Services for Children

"St Edmund's Nursery is an outstanding school. It makes outstanding Early Years Foundation Stage provision for all children." Ofsted January 2009

Birth to Three:



The nurseries for the children from 3 months to 3 years are open for 50 weeks from 7.45am to 5.45pm. We have a nursery room for 12 babies under 2 years and one for 26 children 2 to 3 years old. Both have access to a covered outdoor play area. The staff includes a Teacher, Early Years Practitioners and Early Years Support Workers. Parents can buy a full or part-time place as needed.

Three years to Five years:

The nurseries for the children from 3 years to 5 years are open for 50 weeks from 7.45am to 5.45pm.

Nursery School Provision:

The free entitlement for 3 to 5 year old children is 15 hours each week for 38 weeks during school term times. At present the 15 hours can be taken as five morning places from 8.45am to 11.45am each week or five afternoon places from 12.30pm to 3.30pm or over 2 1/2 days. Should you wish your child to attend over 2 1/2 days there is a charge for lunch at £1.30 per day.



**Special Needs Provision:**

The School/Centre has extra funding for children with special needs. Admissions to this provision are planned by Early Years Childcare and Play.

Charged provision:

Parents can extend the time children spend in the School/Centre before and after the Nursery School free time. Please ask about costs.

Admissions:

Children are admitted from the waiting list as places become available. Please ask for a copy of our admissions policy. Children can attend from both the local area and the Bradford District.

Holiday Provision:

There will be a charge to parents of 3 to 5 year olds who wish their children to have extra provision during school holidays.

In addition we organise a range of holiday activities for children and their families. Details are advertised throughout the year.

Moving On:

When the time comes for your child to move on, whether this is to another room in the School/Centre or to another Nursery or Primary school, we will work with you and the other professionals involved to ensure a smooth transition to the next stage. We will pass on a summary of your child's achievements in our School/Centre. We will help you when the time comes to apply for a place in Primary School.





Sessions

We are open from 7.45am—5.45pm. Your child may attend the morning session from 7.45am—12.45pm or the afternoon session from 12.45pm—5.45pm. Prices are as follows: (All meals are included)

Babies: Full day £36.00 Half day £18.00

2-3 Age Group: Full day £35.00 Half day £17.50

3-5 Age Group: Full day £34.00 Half Day £17.00

Children are entitled to a free nursery place from the term following their third birthday (if places are available). We usually admit children in either September or January.

Nursery sessions run from 8.45am—11.45am or from 12.30pm—3.30pm or over 2 1/2 days.

Wrap around provision is available:

Payment for Charged Provision

Monthly in advance - invoice. The School/Centre keeps very strict records of payment and does not allow parents/carers to go into arrears.





The Curriculum

The curriculum is about the development of children. Everything that your child does, sees, hears, touches, smells and tastes is the curriculum because this is the way she/he learns about their world. We provide high quality inclusive care and education for all our children.

We use the Early Years Foundation Stage to support children from birth and this continues to the end of reception year in their primary school.

We believe there are strong links between children's motivation, self-esteem and independence which lead to high achievement. You will find a copy of our Behaviour Policy in this pack.

Play is a very important part of all children's development and we offer a safe and stimulating environment where children can build their skills, knowledge and understanding by having access to a wide range of equipment and materials. For our children we focus on four aspects of the young child's development:

- Positive relationships
- Learning and development
- Enabling environments
- A unique child





Within this there are six Areas of Learning

Personal, social and emotional development

Communication, language and literacy

Problem-solving, reasoning and numeracy

Knowledge and understanding of the world

Physical development

Creative development

Each Area of Learning in the Early Years Foundation Stage has a number of Early Learning Goals, which set out what children should achieve by the end of reception year in their Primary School. We aim to help our children to progress to these Early Learning Goals through carefully planned activities. Children have access to a range of activities and are encouraged to make their own choices and decisions.

Children's Spiritual and Moral Development is an important aspect of their whole development. We foster this through giving children opportunities to share the wonder of the world, for example looking at the beauty in the world around them, a new baby, animals, flowers, shells and helping them to develop a responsibility towards their friends, other people and their environment.

If you would like to know more about the Early Years Foundation Stage, please ask a member of staff in the Nursery rooms.





Resources

Nursery Rooms There are four nursery rooms, birth to 2 years, 2 to 3 years, and two rooms for children from 3 to 5 years. All the nursery rooms are light and airy with an emphasis on the use of natural light and materials which lead to a calm but stimulating environment. Each room has resources appropriate to the age of the children including specialist multi-sensory equipment. We have two small rooms: one will be used for the children to help prepare food and the other is used for quiet activities. The multi-purpose room is used for dance, drama, music and lunches.

Outdoor Classroom All nursery rooms have access to outdoor play areas. These areas are planned to provide a wide range of sensory and interactive play opportunities for children's all-round development. Outdoor play is planned as carefully as the play planned for the nursery rooms.

Library Each of the nursery rooms will have facilities for a lending library because sharing books and stories with your child is one of the best things you can do to develop their language skills. There is also a toy library run by our Parental Involvement Worker where for a small charge you can borrow a range of story, number and rhyme sacks.

Bringing and Collecting your Child Please keep to the times you have agreed with the staff. The routines which staff plan for children to arrive and leave are important for their safety and help the children to feel secure. All persons bringing and collecting children must be 16 years of age or over. Please tell a member of staff beforehand if someone different will be collecting your child.





Attendance Children who attend regularly make much better progress in their development. Please tell us of any reason for a child's absence from the first day. If we haven't heard from you, a member of staff will contact you. For extended absence, for example going on holiday, you must tell the Headteacher and ask for a consent form beforehand. Absence of up to 4 weeks can be authorised in exceptional circumstances, however if your child does not return after 4 weeks, her/his place will be given to another child on the waiting list. We do have an Attendance Policy which is kept in the main office. Please ask a member of staff if you want to see a copy.

Meal Times We provide a varied menu of healthy meals for all full time children and cater for individual needs e.g. vegetarian, Halal. As one of our principles relates to the "Be Healthy" outcome of the Every Child Matters framework we would encourage parents to use our own facilities for snacks and lunches. All dinner money should be paid in full each week on Monday at the Office. Please try to have the correct amount of money. You may be entitled to free school meals. The information to help you apply can be obtained from the office and you can ask a member of staff to help you.

Snack A snack and milk is provided for children each session. Parents/carers are asked to donate £3.00 per half term.

Playing Outside Children enjoy playing outside and learn a great deal from the outdoor environment. They are not only developing their physical skills but are learning across all areas of the curriculum. We make outdoor play available all year round and sometimes this can be very messy! We therefore ask you to send children in clothes that you don't mind them getting dirty, and are appropriate for the weather. We also take children out on visits throughout the year.



SERVICES FOR PARENTS, CARERS AND THE COMMUNITY

"The school's contribution to community cohesion is outstanding." Ofsted January 2009

Our school and centre is not just for children, but for parents/carers and members of the community as well. We regularly consult about what should be happening in our school/centre.

Stay and Play: Sessions for parents/carers and children under five run all day Wednesday 8.45—3.30 and all day Friday 8.45—3.30. On Tuesday 1.00—3.00 there is a session for parents/carers with children under 12 months. The sessions are run by qualified practitioners. On Thursday 1.00pm—3.00pm there is a session with children who have additional needs.

Speech and language therapist: A team of speech and language therapists are based at the School/Centre one day a week. Parents/carers can refer their children. The therapists also run sessions for parents/carers.

Job Centre Plus: Do you need help finding work? Accessing training? Writing a CV? There is a drop in service on alternate Wednesday mornings—everyone is welcome.

Holiday Activities: During the school holidays we offer a variety of days out and centre based activities for families to enjoy together.

Crèche Provision: Our crèche is run by highly qualified practitioners and volunteers. Crèche provision is available to support you to attend the training opportunities and short courses on offer at our School/Centre. Crèche provision is very expensive to run therefore there will be a small charge for some sessions. Our crèche policy states that children must be settled before they are left for the first time.

Courses: General courses running include Childcare, ESOL and a variety of Family Learning.

Dads/Uncles/Grandads: A session for men and children under five. The last Saturday of every month 10.00am—12.00pm.

Lending Library: On Mondays 1.15pm—2.30pm and Fridays 8.45am—10.00am. The Lending Library offers many activities that can be used at home which encourage parents and children to play and learn together.

These activities change regularly, please call in to see what is on offer.

If you require more information about any of these services please phone the School/Centre or call in!

GETTING TO KNOW YOU



Home Visits

Before your child starts at the School/Centre we will visit you at home. We will need to fill in some admission forms on this visit and hope to have the opportunity to get to know you and your child, and for you to get to know us as well. We will also let you know what is happening for parents and carers. The School/Centre is not just for children but you as well.

Key Worker

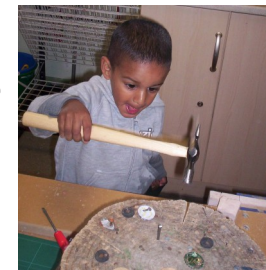
Your child will have a key worker in the Nursery room who will help you with any questions you may have and ensure that your child settles in and progresses well. This member of staff is responsible for your child's Record of Achievement. However, all members of staff are available for consultation.

Settling your Child into the School/Centre

This is a very important time for you and your child. We need to spend some time with you and your child making sure he or she is happily settled. Your key worker will discuss these arrangements on the home visit

Record of Achievement

This is a special book which records your child's progress from the beginning of their time in the School/Centre which is kept in their nursery room. It will include observations, photos, and samples of their work. This record is available for you to look at any time and we value your contributions from home such as photos and drawings. We will invite you to regular better together meetings to discuss your child's progress, but remember that you can talk to staff at any time.



GETTING TO KNOW US

Governance and Management

Our Governing Body is made up of parents, staff and people in the community and local authority who are interested and want to help us develop to meet the needs of children and families. The whole Governing Body meets six times a year but between these meetings small groups of governors meet to discuss particular areas of our work, for example, finance, staffing, the curriculum. If you are interested in becoming a Governor, please talk to a member of staff who will then let the Headteacher know. All Governors are required to have a Criminal Record Bureau check. The day-to-day management of the School/Centre is the responsibility of the head teacher and senior staff. There is a School/Centre improvement plan which is agreed by the Governing Body, which helps the head teacher and staff to focus on particular areas of work each year. A list of the governors and staff and their roles can be found in this information pack We hold an annual Better Together Day every February to which parents are invited as we want parents to be as fully involved in the development of the School/Centre as possible.



Additional Needs

We are very pleased to be able to offer provision for children with special needs and have specialist staff who work with children from birth to 5 years. The team is led by a Pre-5 specialist teacher. You will be consulted and included regarding any additional needs your child may need. Children with special educational needs play and learn alongside all the other children in the nursery. The specialist staff assess their needs and plan and carry out individual and small group activities as necessary. Each child has an Individual Education Plan (IEP). The staff work closely with other professionals such as Educational Psychologists, Speech and Language Therapists and Physiotherapists. The staff also work closely with parents and carers, as well as professionals, to make sure that each child is supported when they leave to go to their next school. This sometimes involves referral for a Formal Assessment and in all instances you will be fully involved.



Parental Involvement

We welcome parents and carers to become really involved in our school/centre. We want to talk to you about all the things we do and we value your help and suggestions. Please remember that you can come in to the rooms to join in, help with an activity or read a story at any time. We have parents on our Governing Body who play an important role in deciding the way in which our work develops. We produce information regularly throughout the year to tell you of developments and events. Everyone who helps in the School/Centre has to have a Criminal Record Bureau check. Parents and carers can see copies of official documents such as curriculum policies, Ofsted reports, Governing Body Minutes and other policies. Please ask a member of staff if you wish to see them.



Ethnic Minority Achievement Grant (EMAG)

The school/centre receives extra funding to support children who are learning English as an additional language.

Staff Training

All members of staff attend training days and undertake a range of courses and conferences. This ensures that all staff are constantly developing their expertise. We involve parents in our training whenever it is appropriate.

Health and Safety

The Health and Safety Policy covers accidents, medicines, fire drill procedures, security and the safety and protection of children. We have several qualified first aiders and paediatric first aiders. We also have procedures to be followed in the event of a child going missing. If you wish to see the health and safety policy, please ask a member of staff.

Equal Opportunities Policy

We adhere to Bradford Council's Equal Opportunities Policy, please ask if you would like a copy.

Complaints Procedure

Everyone who uses our School/Centre has the right to make a complaint. All complaints will be investigated, recorded and treated seriously. Please ask for a copy of the Complaints Procedure if you require more information.

