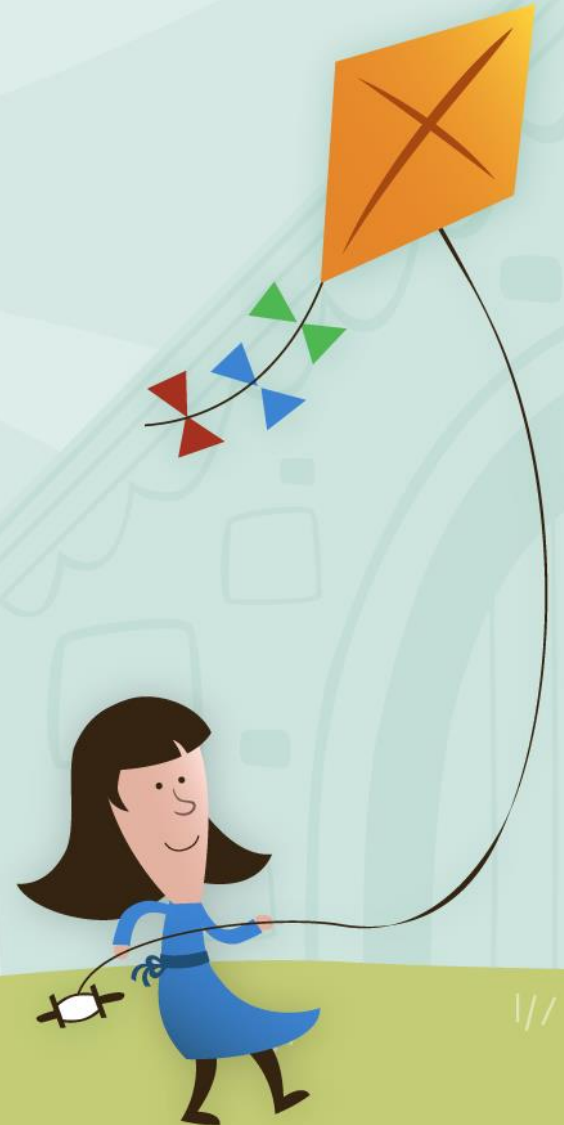




# West Haddon Nursery PROSPECTUS

Where Happiness Promotes Success

September 19



# Welcome from our Headteacher



I am delighted to welcome you to West Haddon Nursery.

I am proud to be the Headteacher of this very special school and Nursery which has served the village of West Haddon since 1825. As a church school, we place Christian values at the heart of everything we do and we believe that this is crucial in enabling children to achieve both socially and academically. Parents often comment that their children love to come to school and are enthusiastic about their learning.

Standards of achievement are very high and this was recognised in our recent OfSTED inspection in May 2016. Our school has an experienced and dedicated staff who continually strive to provide the very best education for each and every child in our school. At present our school is described as a good school with outstanding features and our school regularly appears in the top 10 Northamptonshire Primary Schools list. Subsequently, over the past few years, the school has grown in size although we currently have one or two spaces in most year groups.

I hope you enjoy our Nursery prospectus and find it useful. Please feel free to contact us if you would like any further help or information.

David Rosevear

Headteacher



# Our Vision

## ‘Where Happiness Promotes Success’

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life – and life in all its fullness. John 10:10.

Our Mission: To help all our children to fulfil their individual and collective potential – making a positive contribution to the communities they live in today and in the future. Christian values are at the core of our school family, creating an environment where love, care, respect, dignity and happiness are highly valued and promote success. Our high expectations of achievement consistently drive excellent teaching and learning for all.



# Our Vision

- Our vision is to provide a happy and secure learning environment for our children, in which their individual needs are recognised and catered for. We aim to provide a high standard of individual and group care. Children are supported in various ways; good role modelling, interaction, scaffolding, observation and assessment. We also focus on working one to one and setting up meaningful activities to support children's learning.
- A warm and welcoming atmosphere awaits your child. There is a wide range of resources with well-planned activities and scope for adventurous and imaginative play both indoors and outdoors. Parents are encouraged to be part of their child's learning.





# Our Aims

- Provide a happy, safe, secure and stimulating environment in which every child is valued as an individual.
- Offer a broad, balanced and diverse curriculum where learning will be fun and will provide basic skills for the future.
- Encourage independence and confidence through opportunities to learn through play both indoors and outdoors.
- Enable every child to reach their full potential in all areas of learning, by recognising that every child is unique.
- Create within the child, a feeling of high self-esteem which is the key to happiness and learning.
- Offer equal opportunities for all children by making them active in their own learning.
- Involve parents as partners, working and talking together to provide opportunities for children to become confident and successful learners.
- Provide a good role model for the children in relationships with other children, with parents and with other staff members.
- Monitor, assess and keep records of children's skills and progression.



# Our Team



Headteacher

Deputy Headteacher

Assistant Headteacher

Nursery Manager

Assigned Deputy Manager

Practitioner

Office Manager

Pastoral Support

Mr David Rosevear

Mrs Jo Brinklow

Mr David Armstrong

Mrs Gemma Smith

Miss Victoria Stephanou

Mrs Lyndsey Morritt

Mrs Karen Packer

Mrs Nicola Elliott

Mrs Karen Packer



# Our Provision

- Our Nursery is very spacious and has good provision both indoors and outdoors.
- Indoors we have one large room with a range of activities to support learning development in the following areas:
  - creative
  - mark making
  - numeracy
  - language and literacy
  - ICT
  - construction
  - small world
  - role play
- Our outside area provides opportunities to develop children's gross motor control and broaden their knowledge of the natural environment. Children are encouraged to explore, discover and problem solve to extend their learning.
- General provision includes:
  - sand
  - water
  - bikes
  - music
  - construction
  - exploration
  - space to run in the wider outdoors
  - mark making





# Where Happiness Promotes Success

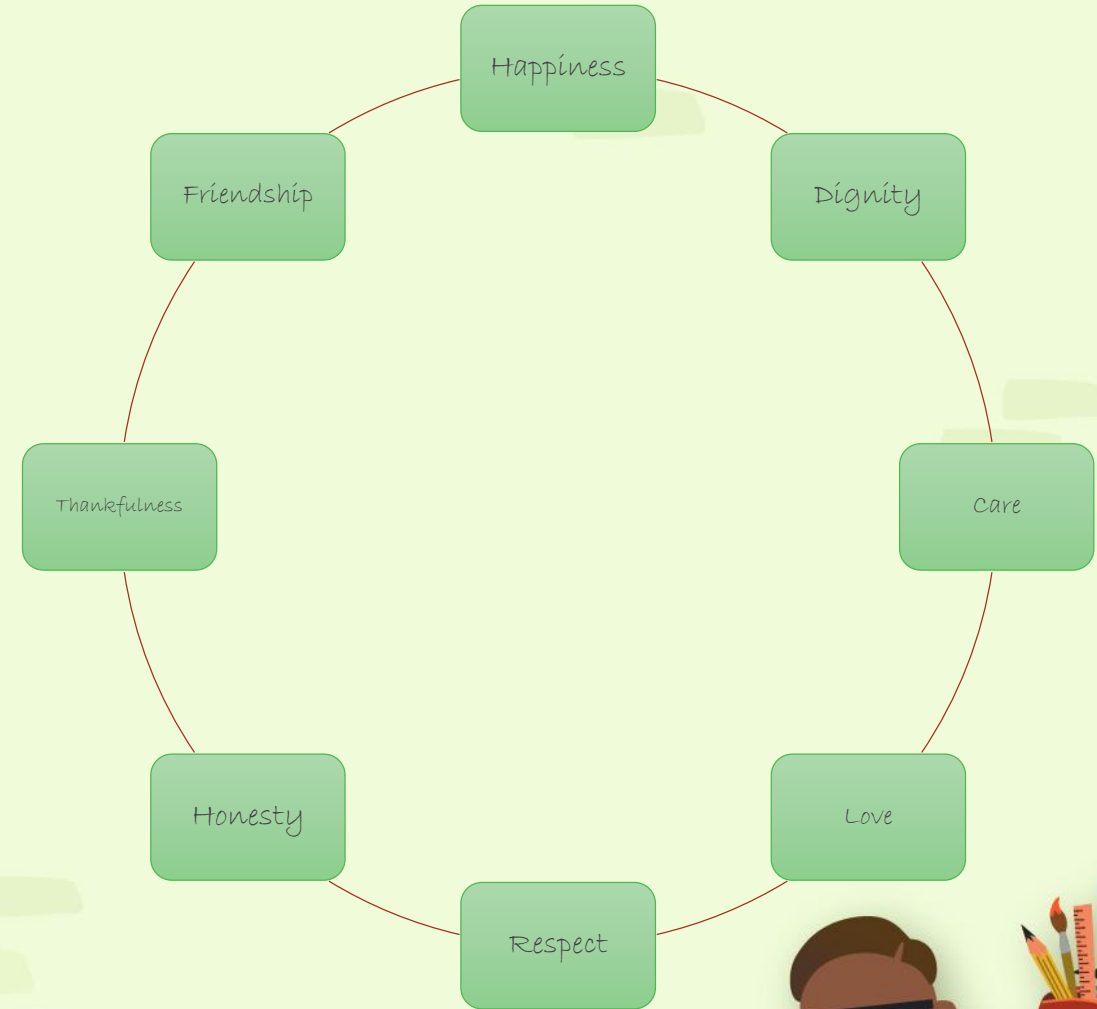




# Our Values

Our main objectives for using our Values which are fully embedded into our school life are:

- To promote these values to the families of our children and encourage the children to remember them as they move through life.
- To help children think about and reflect on different values and to have the skills to talk about them to other children and adults.
- To deepen children's understanding and responsibility to make positive personal and social choices.
- To inspire children to choose their own personal, social, moral, and spiritual values and be aware of practical ways for learning about them and showing them to other people.



# The Early Years Foundation Stage

The Nursery and Reception class are referred to as the Foundation Stage of learning. This is an important stage, as it is during this time that attitudes to learning are formed and social skills developed which lay the foundations for future education.

Young children learn most effectively through a balance of structured and child initiated play. Our Foundation Stage staff work together as a team and plan for children's learning in seven areas to ensure that all areas of development are covered within an interesting, stimulating and supportive framework. They also ensure that children progressively develop their skills and knowledge throughout this phase of their school life.



# The Nursery works under the umbrella of the Early Years principles that are grouped as follows

- **A Unique Child**
  - Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- **Positive Relationships**
  - Children learn to be strong and independent through positive relationships.
- **Enabling Environments**
  - Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.
- **Learning and Development**
  - Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.





# Learning and development in the Foundation Stage are split into Primary and Specific areas

Prime

- Communication, Language

Prime

- Physical Development

Prime

- Personal, Social and Emotional Development

Specific

- Literacy

Specific

- Mathematics

Specific

- Understanding of the World

Specific

- Expressive Arts and Design

For more details on these areas, please see our website!





## Our Nursery Curriculum



All children are supported in developing their full potential at their own pace, by qualified staff trained in early year's education. The use of a key person system ensures that the individual educational needs of the children are monitored and adapted accordingly. The nursery offers a curriculum which leads to approved learning outcomes and prepares children to progress with confidence to the next stage in their learning journey. We keep records of each child's progress through the nursery in the form of a "Learning Journey" and electronically through Tapestry. Parents and carers are welcome to see these records at any time.

# Our Commitment to Parents



We ensure that as a parent, you have as many opportunities as you need to be involved in nursery life, and to understand how your child is progressing. Nursery provision is an active partnership with parents, which flourishes through effective communication.

We are here to ensure that you can be confident that your child is getting the best childcare possible and that your needs as parents are being addressed.

As a result, we hold regular parent evenings, distribute newsletters, display dedicated parent notice boards and welcome both formal and informal feedback. We also provide development and learning records for every child that parents can view and contribute to at any time they wish and then take as a record when their child leaves. Staff are always available to speak to you on a one-to-one basis.





# General Information



# General Information

## Child Protection

- The Education Act (2002) places a duty on schools to safeguard and promote the welfare of children. The Children Act (2004) further emphasises the arrangements that are needed so that all agencies follow child protection procedures and put safeguarding measures in place. Our nursery aims to provide a safe environment for children to learn. Children need to feel safe and secure and have adults in nursery they can talk to.
- We do all that we can to ensure that your child is safe. All adults who work within the nursery must undergo Enhanced DBS checks, including yourselves, as parents, if you wish to volunteer to work with the children in nursery. Children are collected every day under the supervision of the staff who will only let them go with a known adult named by the parents. Mr Rosevear, Mrs Brinklow and Mrs Elliott are the Designated Safeguarding Leaders and they are known by the children. At times, children share information with the adults in nursery that relates to their feeling unsafe. When this happens, the designated leaders are immediately informed and details are recorded. Where it is deemed necessary, they may then contact Children's Services for advice. If this is the case, they will usually inform the parents first, but there are occasions when this is not appropriate. We ask that you recognise that these measures are put in place to ensure that all of our children are safe from harm and we will always act in their best interests. If you have any further queries regarding Child Protection, please do not hesitate to contact any of the designated people.
- All staff are expected to undertake regular child protection training. Designated Safeguarding Leaders will complete multi-agency training every 2 years. Ofsted stated that behaviour and safety within the school were outstanding.



# General Information

## Equal Opportunities

- It is an essential part of our ethos that all children have equal access to the opportunities that our nursery provides regardless of gender, race, religious belief or ability. We seek to ensure that all children are able to achieve their full potential, both as members of our society and as learners who are prepared for their futures in education and beyond. Our nursery ethos promotes positive attitudes and encourages children to become independent learners. We aim to work together to eliminate racial discrimination and to promote equal opportunities and good race relations in all areas of nursery life. This includes;
  - Progress, attainment and assessment
  - Behaviour, discipline and exclusion
  - Pupils' personal development and pastoral care
  - Teaching and learning
  - Admission and attendance
  - The curriculum
  - Staff recruitment and professional development
  - Partnerships with parents and guardians and communities.

## Behaviour

- We believe discipline is very important, not only for the smooth running of the school, but as part of the child's preparation for adult life.
- These were agreed by everyone:
  - We are kind to each other
  - We try our best with all that we do.
  - We are always polite and helpful towards everyone
  - We take care of our belongings and our nursery
  - We work and move around the school quietly and safely
  - We also have a code of conduct for playtimes.

We encourage pupils to be self-disciplined, considerate and respectful of other people and their property. We expect sensible and polite behaviour at all times, by all members of the nursery and we aim to develop a sense of community awareness and responsibility.





# General Information

## Self-Registration

- When your child comes to Nursery, we ask that you help them find their name card and stick it on the board. Your child will also have their own peg to put their belongings on. We suggest a pump bag is the best option as they take up less space and mean your child will be able to put their coat on their peg easily.

## Profiles

- Each child has an individual profile which is a record of work, experiences, activities and progress during their time in Nursery. Parents/Carers can contribute to their child's profile by sharing experiences from home.
- We take photographs of the children and put these in individual profiles.

## Snack

- We provide the children with a snack as well as milk and fruit free of charge during the Nursery session.

## Lunch

- Your child may bring a packed lunch or you can purchase lunch from our provider, Kingswood Catering. Please speak with our office staff for further details.

## Toilets

- Please help your child to become independent in the use of the toilet. If you have concerns that your child will not be toilet trained for their Nursery start date, please come and discuss this with us in advance.



# General Information

## Nursery Uniform / Dress

- With the nature of the types of activities we provide, accidents with paint and glue etc. do happen. Bearing this in mind, we ask you not to send your child to Nursery in their “best” clothes.
- If you wish, nursery uniform can be purchased from Scallywagz. Please note that uniform is not compulsory in Nursery. Please name all clothing and belongings, including coats.

## Sun Safety

- Please help us to ensure that your child is protected in the sun whilst in our care by providing sun hats, water bottles and sun cream. We do ask that parents apply creams before Nursery. The children are welcome to bring their own sun cream (named) to keep in nursery so that the staff can reapply it if necessary.

## Children’s Birthdays

- Some children like to bring treats to Nursery to share with the other children. We are happy to let the children give out the treats at home time but ask you NOT to send lollies, hard boiled sweets or anything containing nuts.

## Home Times

- Please be prompt to collect your child, to avoid him/her becoming distressed. You will need to inform us if someone other than the usual person is collecting your child.



# General Information

## Special Education Needs

- We aim to support each child to develop fully, both intellectually and socially. We recognise that children may have specific needs in a range of areas; those with learning difficulties, emotional, social or behavioural concerns. We aim to ensure that every child, whatever their need makes the best possible progress and achieves well in all areas of learning.
- At all times the nursery recognises and values the important role that parents have working in partnership with us. Parents are always involved as soon as any special need has been identified and are welcome to come and talk to the Special Needs co-ordinator about their concerns.

## Sickness and Absence

- We ask that you let us know when your child is absent due to illness, especially if they have an infectious illness. If your child has sickness/diarrhoea, we ask that your child does not return to Nursery until 48 hours after the last bout of illness.

## Head Lice

- Head lice are a constant problem with children these days. Please check your child's hair and scalp regularly and treat where necessary.

## Medicines

- Parents are requested not to send medicines in with their child. If it is necessary for your child to take a dose of prescribed medicine during their time at nursery, we ask that you come into nursery and hand over the medicine to a member of staff and complete the relevant paperwork.
- Parents of children who need regular medication, e.g. inhalers, epi-pen, are asked to speak to the Nursery Manager to ensure that the correct procedures for their child are followed.





# General Information

## Permission for Photographs

- We ask for your permission to take photographs of your child in school.
- These photographs may be used for display in school or be placed on the school's website. Please note that photographs of your child will never include their name.



# Fees

Children who are 3 between-	Become eligible for up to 30hrs of grant funding-
1 <sup>st</sup> April-31 <sup>st</sup> August	September
1 <sup>st</sup> September-31 <sup>st</sup> December	January
1 <sup>st</sup> January-31 <sup>st</sup> March	April

The Nursery follows the Primary Schools term dates which is 38 weeks per year. Therefore if a child takes advantage of the hours a week on the 38<sup>th</sup> week of the school year the parent/carer becomes liable for the fees in full for any sessions that they attend in that week.

Session	Time	Cost
Morning (includes mid-morning snack)	8.45am-12.30pm	£16.12 3 yr olds £18.00 2 yr olds
Afternoon (includes mid-afternoon snack)	12.30pm-3.30pm	£12.90 3 yr olds £14.40 2 yr olds
Full day (includes mid morn and afternoon snack)	8.45am-3.30pm	£29.02 3 yr olds £32.40 2 yr olds

2 year old and 3 year old grant funding is claimed at the start of each term for your child. Once the claim has been made we are unable to make any changes to the claim until the following term. Any additional sessions you may require for your child will attract a session fee.



# Fees

## Invoicing

- Invoices will be sent to parents/carers half termly in advance where possible. Payment is due within thirty days of the invoice.

## Payment

- We accept cash, cheque, childcare vouchers or BACS payment. Cheques can be made payable to NCC West Haddon School.

## Outstanding fees

- Should you experience any difficulty in paying your child's fees it is important that you contact the School Office upon receipt of the invoice. We are happy to make alternative arrangements for parents who are experiencing financial difficulty and this will prevent any undue stress when trying to recover outstanding charges.
- If the debt remains unpaid after thirty days a further reminder letter will be sent. Should the fees still be outstanding 14 days from the date of the reminder letter an administration charge of 5% of the debt will be charged.
- At this stage the Governing Body may refuse the debtor any further access to the school facilities until the debt is paid. The Governing Body will decide if the debtor is to be permitted to make further use of the school facilities.
- Once this point has been reached and the fees are still outstanding, West Haddon Nursery reserves the right to offer your child's place to another child on the waiting list.
- In order to prevent these measures being taken please contact the School Office as soon as possible.



# Fees

## Notice

- We plan our staffing levels and budgets well in advance. In order to be able to do this we require written notice of at least the half term before you wish to withdraw your child from West Haddon Nursery or reduce their sessions. Otherwise fees in lieu of notice will be payable.

## Pay and Drop Sessions

- West Haddon Nursery offer the facility to be able to offer a Pay and Drop service. This enables parents/carers to drop their children off for a morning/afternoon/all day session subject to appropriate staffing levels and numbers of children in attendance that day. Notice is required to ensure that we have the space available and payment is required on or before the ad hoc session is due to take place.

## Late Pick Up Charge

- Should a child be picked up later than 12.35pm after a morning session or 3.35pm after an afternoon session the parents/carers will be charged £5 per 5 minutes or part thereof until the child is collected. This late pick up charge is payable on the day of the occurrence.

## Refunds

- No refunds are made for sickness or absence from the Nursery.





# Fees

## Closures

- In the event that the Nursery is forced to cancel sessions the Nursery will endeavour to give as much notice as is reasonably possible. The Nursery reserves the right to offer replacement sessions in lieu of refunds.

## Non-attendance

- Should your child not be able to attend a grant funded session you must contact the Nursery as soon as possible. We are audited regularly by Northamptonshire County Council in order to ensure that we are claiming the correct level of funding for each child. Northamptonshire County Council reserve the right to withdraw the funding from the school if they feel that a child is not attending regularly enough to have the funding in place. This means that any sessions the child has attended from the beginning of the term that the funding is being withdrawn needs to be paid for by the parent/carer. An invoice will be sent accordingly and will need to be paid within thirty days of receipt.



## Contact Details



West Haddon Nursery

The Green

West Haddon

NN6 7AN

Telephone 01788 510318

[www.westhaddonprimary.net/nursery](http://www.westhaddonprimary.net/nursery)

