

Christ Church (Church of England) Infant School and Nursery

Shaw Lane, Tettenhall Wood, Wolverhampton. WV6 8EL

Nursery Information for Parents

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Chair of Governors: Mrs J Lewis

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Christ Church (Church of England) Infant School and Nursery

MISSION STATEMENT

***“Working together to build a strong foundation
through Faith and learning”***

Christ Church (Church of England) Infant School and Nursery aims to provide within a Christian Foundation the highest standards of education and care.

We recognise and celebrate the limitless potential of all our young children and seek to maximise their natural enjoyment of and enthusiasm for learning.

Dear Parent

Thank you for your interest in our Nursery.

We hope to establish a positive and supportive partnership with you and your family to achieve the highest standards of education and care.

Included in this brochure is some of the information you will need. Please don't hesitate to contact us if further information is required.

THE GOVERNING BODY

Reconstituted agreed 9 November 2016, to take effect 11 December 2016

3 FOUNDATION GOVERNORS (appointed by Lichfield Diocese)

Reverend Phillip Wootton
Mrs S Wilson
Mrs J Croft

1 LOCAL EDUCATION AUTHORITY GOVERNORS (appointed by Wolverhampton City Council)

Vacancy

3 PARENT GOVERNORS (elected by parents)

Mrs R Sarpal
Mrs A Taylor-Ashcroft
Miss L Whitaker

1 STAFF GOVERNOR (elected by staff)

Mrs S McHale

4 CO-OPTED GOVERNORS (elected by governors)

Mrs J Lewis (Chair)
Mr A J Dixon
Mr S Roberts
Mr S Williams

HEADTEACHER

Miss W Large

ASSOCIATE GOVERNORS

Mr C Potter (Deputy Headteacher)
Mr J Sadler
Mrs A Brown

NURSERY AIMS

- To provide an environment in which every child will have the opportunity to flourish, achieve, and sometimes exceed their expected potential
- To promote positive attitudes which allow children to work, play and co-operate within a group
- To provide a wide, varied and balanced curriculum giving equal opportunity for all children in all areas of learning
- To encourage children to become more self reliant both in the activities provided and in building relationships, in order to function as independent and confident learners
- To provide opportunities which develop competence in speaking, listening, reading and writing
- To develop mathematical understanding through practical activities
- To teach and encourage the relevant vocabulary which provides the foundations for numeracy
- To provide the foundations for scientific, technological, historical and geographical learning by developing curiosity, skills, knowledge and understanding to observe, explore and find out about their environment, other people and features of the natural and man-made world
- To encourage positive attitudes towards a healthy and active lifestyle by providing opportunities that will develop physical control, mobility, awareness of space and manipulative skills both indoors and outside
- To develop creative, imaginative and practical skills in art, design and music in order to be able to listen, respond, communicate and express ideas and feelings in a variety of ways
- To develop a sense of belonging as each pupil becomes a new member of the School, Christ Church and the neighbourhood of Tettenhall Wood

ORGANISATION

The nursery caters for 72 children on a part-time basis; 36 children attending in the morning and 36 in the afternoon. Children on our waiting list are offered a morning or afternoon nursery place, to start sometime after their third birthday, in date of birth order. Children are taught by a qualified teacher and a minimum of 2 additional Teaching Assistants.

The nursery is under the overall responsibility of the Headteacher at Christ Church Infant School.

Attendance at our nursery does not guarantee a place at the Infant school.

Nursery Hours

Morning sessions: 8.30 – 11.30am
(with flexible start time / welcome session up to 9.00 if required*)

Afternoon sessions: 12.15 – 3.15pm
(with flexible start time / welcome session up to 12.45 if required*)

*The first half hour of each session is a 'welcome session' prior to the formal start of the session at 9.00 or 12.45. Children can join the welcome session at any time between 8.30 and 9.00 (for morning nursery) and between 12.15 and 12.45 (for afternoon nursery). **Children must attend all 5 sessions each week.**

We request that you collect your child promptly at the end of the session. If you have arranged for your child be collected by a person other than yourself, or the usual person, please inform a member of staff.

THE DAILY ROUTINE

Most days (morning and afternoon sessions) will follow a similar pattern, but occasionally the routine may differ from that below:

- Welcome session – activities are available for the children to choose before the formal start to the session
- Register is taken and a short teaching session takes place to set the scene and prepare the children for the teacher led activities for that day
- Children participate in planned activities. Some of these are directly supervised by staff, others indirectly. They may take place inside the classroom or exploring the outdoor environment
- Children help to tidy away the activities

- All children gather to discuss and reinforce what they have been learning during that particular session
- A thank you prayer is sung before children sit in their groups for a drink of milk and a piece of fruit
- All children take part in physical activities outside playing with a wide range of equipment
- Before being collected at the end of the session all children gather together on the carpet for a story or circle time

CURRICULUM

Our planning and teaching follows Development Matters in the Early Years Foundation Stage (EYFS) set out in the Nationally agreed Foundation Stage Curriculum. There are seven areas of learning and development:

- ❖ Personal, Social and Emotional Development
- ❖ Physical Development
- ❖ Communication and Language
- ❖ Literacy
- ❖ Mathematics
- ❖ Understanding the World
- ❖ Expressive Arts and Design

We provide a carefully planned range of practical and structured play activities for your child. At this stage in their development 'play' is your child's work.

Older nursery children also have time allocated to develop specific skills in early number, reading and writing.

In order that your child's learning may be planned appropriately, assessments are ongoing throughout the normal routine. Assessments will be based primarily on observations of daily activities and events. These findings are then collated together with examples of work in build a picture of children's attainment in their EYFS profile. These "Records of Achievement" will transfer with the child to Infant School.

Children are encouraged to participate in a small amount of weekly 'homework'. This may be linked to something we have been learning about in class such as a topic or sound focus.

The use of the outdoor environment is an important part of our daily routine, being utilised for a whole range of activities, but especially for developing physical skills using apparatus such as wheeled toys, climbing frame, slides and rockers, small PE equipment such as bats, balls, hoops etc, and larger game opportunities such as basketball and football.

SOCIAL, MORAL, SPIRITUAL AND CULTURAL DEVELOPMENT

At Christ Church Nursery we believe that the social, moral, spiritual and cultural development of our children should be at the heart of what we do. We believe that spiritual and moral development is about personal development in its fullest sense and that it is intertwined with the social and cultural background and experiences of our children.

We strive to create a lively, happy environment which is welcoming to both children and parents.

Pupils experience local cultures and traditions as well as a variety of shared cultures that exist within the community. Visits and visitors provide first hand experiences to extend cultural knowledge.

We aim to make our children aware of our local and wider community and our duty to help others by supporting local and world-wide charities through fund raising activities.

We encourage parents, governors and the clergy to take an active part in nursery life to emphasise that pupil development is a shared concern and to foster positive relationships and role models.

Each week we hold a Christian worship. This takes the form of listening to stories, often from the Bible, and the opportunity to talk about related moral issues. Parents have the right to ask for their child to be withdrawn from worship. A thank you prayer is said before milk time each day.

SPECIAL EDUCATIONAL NEEDS

The planning of activities within the nursery takes account of individual needs and abilities; however some children may have special educational needs. If your child experiences any difficulties in learning the nursery teacher will discuss this with you and appropriate activities will be planned.

Parents will be kept fully informed of any special needs issues identified in nursery. We ask that parents inform us at the earliest opportunity of any special needs (learning or medical) that they are aware of.

In some cases, with the full knowledge of parents, expertise may be sought from beyond the school.

SPECIAL EVENTS

- ❖ Parent consultations are held in the second half of the autumn term for morning nursery and in the first half of the spring term for afternoon nursery. Parent consultations for children leaving nursery are held in the summer term
- ❖ An educational visit takes place each year
- ❖ There is an annual Garden Party at school, organised by the PFA (Parents and Friends Association)

BEHAVIOUR AND DISCIPLINE

We expect the nursery to be a calm and happy place to learn. We aim to foster good relationships both with and between children.

When children display unacceptable behaviour, we will diffuse the situation quietly and firmly. Such behaviour may include hitting, kicking, biting and the use of unkind words. Children will be expected to talk to us with respect when discussing incidents and to accept any decisions we might make. If your child is involved in any serious incident you will always be informed and we hope that we can resolve any problems together.

DUTY TO CHILD PROTECTION & SAFEGUARDING

In line with the Children's Act (1989) it is the duty of the school to contact outside agencies such as the police, social services or other investigative agencies, as a constructive measure, where they are concerned that a child may have been harmed or be in danger of harm. The overriding duty of care in all circumstances is to the child.

Should parents have a concern that a child may have been harmed or be in danger of harm they should contact **Mr Potter (Deputy Headteacher) as the Designated Child Protection Lead Person** or, in his absence, Mrs McHale (Foundation Stage Co-Ordinator & Deputy Designated Child Protection Lead Person).

DOMESTIC VIOLENCE

Any parent concerned about Domestic violence, please call into school and we can give you contact details for help and support.

PARENT & COMMUNITY LINKS

Parents are encouraged to be active partners in their child's learning. We will keep you informed about half-termly topics and the focus of weekly learning. Once children are well established within the nursery environment there may be the opportunity for parents to support in the classroom with activities such as cooking or computer support, although this is not normally appropriate for children who are still settling into nursery.

Church Links

The Nursery and Infant School are part of the Christ Church foundation. There is a strong Christian ethos in all that we do and we enjoy positive links with Christ Church throughout nursery and school.

There are regular visits by a member of Christ Church who joins in with nursery activities and our weekly worship time.

There are opportunities to share school worship. We encourage children to attend special school services held in church (eg at Easter) with their parents. In our Religious Education we talk to the children about God and Jesus and tell stories from the Old and New Testaments. Alongside this we enjoy stories and learn about celebrations from other religions. Our aim is to foster moral and spiritual development throughout the curriculum.

Parents & Friends Association (PFA)

Parents are invited to be involved in the life of the school and nursery through our Parents and Friends Association (PFA). They assist at school functions and help to raise monies for school and nursery through various social events.

ADDITIONAL INFORMATION

Clothing

There is no uniform at nursery. We request that you dress your child in suitable practical clothing. Difficult fastenings eg dungaree straps, do not encourage independence and may be unsuitable. We also ask that you provide a named pump bag containing a full change of clothes in case of accidents. This can be left at nursery. Please do not leave plastic carrier bags in the Nursery cloakroom as these constitute a safety risk.

Please note that we aim to have outdoor play sessions every day, even in winter. Your child will therefore need to wear a coat, hat and gloves if appropriate. Please ensure that these are labelled with your child's name. In summer a sun hat is recommended and sunscreen should be applied before children arrive at Nursery.

Milk

Free milk is provided everyday. Please let us know if your child has an allergy to milk, water will then be provided.

Medicines/Inhalers

Medicines are not normally administered in nursery; however, in cases of chronic or long term complaints, such as asthma, an inhaler with the appropriate consent form will be kept in the medical box for emergency use. Please refer any other significant health issues to the Headteacher.

Cooking

All of the children participate regularly in cooking. A voluntary contribution of £6.00 each term is requested to cover the cost of cooking ingredients.

TRANSITION TO INFANT SCHOOL

The majority of children transfer to Christ Church Infant School at the appropriate time although attendance at Nursery **does not guarantee** a place.

All children start school in the September prior to their fifth birthday. At the appropriate time (usually the previous November) you will be asked to complete a preference form provided by the Local Authority stating your preferred choice of schools.

The nursery and school staff work very closely to ensure continuity and progression and that experiences at nursery are built upon at school. As part of the Foundation Stage, Teachers in the nursery and reception classes regularly share aspects of planning.

The school has a policy of changing staff on a rota basis between school and nursery. Children may therefore find the familiar presence of a Teaching Assistant they knew at nursery working alongside them when they move to the reception class.

GETTING READY FOR NURSERY

Suggestions to prepare your child for nursery life:

- ❖ Talk to him/her about the things that he/she will be doing eg. painting, cutting, gluing, drawing, listening to stories, making models, singing and making new friends. Be **positive** about this new adventure!
- ❖ Practise using pencils, crayons and scissors
- ❖ Encourage him/her to be increasingly independent eg. using the toilet properly including flushing and washing hands, tidying toys away after use and putting a coat on
- ❖ Talk with your child as much as possible about everyday experiences such as shopping, books, TV programmes etc
- ❖ Play games with your child to encourage turn-taking and sharing
- ❖ If your child shows an interest in writing his/her name and you want to help, please note that we use lower case, not capital letters i.e. Jack not JACK. We also refer to letter sounds to begin with rather than letter names eg. 'a' as pronounced in apple using Jolly Phonics and letter sounds phonic programs.
- ❖ There is an expectation that children are toilet trained by the time they start Nursery

OFSTED

Our school and nursery were last inspected by Ofsted in March 2017. A copy of the report is available from school and also on the Ofsted web-site: www.ofsted.gov.uk. A Statutory Inspection of Anglican Methodist Schools (SIAMS Inspection) was carried out in May 2017. This report is also available from school.

COMPLAINTS POLICY AND PROCEDURE

*Working together to build a strong foundation through
Faith and learning*

This Complaints Policy has been formulated in line with the DfE document “**Best Practice Advice for School Complaints Procedure 2016**” which should be referred to alongside this document.

In writing this policy it should be noted that the school intends to take informal concerns seriously at the earliest stage, resolve them efficiently and thereby minimise the incidence of formal complaints.

Formal procedures should only need to be invoked when initial attempts to resolve the issue are unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.

FORMAL COMPLAINTS PROCEDURE

A Formal Complaints Procedure will begin only if informal means of addressing a concern have failed. The class teacher will usually be the first person to address initial concerns, followed by the Headteacher if necessary. Should the concern still remain unresolved, a Formal Complaints Procedure will then be followed.

Where the first approach is made to a Governor, the next step would be to refer the complainant to the appropriate person and advise them about procedure. Governors should not act unilaterally on an individual complaint or be involved at early stages in case they are needed to sit on a panel at a later stage of the procedure.

Stage One: Complaint Heard by Headteacher

A complaint may be made in person, by telephone or in writing. The Headteacher will keep brief notes of meetings and telephone calls as well as progress of the complaint and the final outcome.

Stage Two: Complaint Heard by Governing Body Complaints Appeal Panel

If the complaint is unresolved after Stage One the complainant needs to write to the Chair of Governors (c/o the School) giving details of the complaint. The Chair, or a nominated Governor, will convene a Governing Body Complaints Panel.

Individual complaints should not be heard by the whole Governing Body at any stage as this could compromise the impartiality of any panel set up for a disciplinary hearing against a member of staff following a serious complaint.

The Remit of the Complaints Appeal Panel is set out in the DfE document “Best Practice Advice for School Complaints Procedure 2016”.

Thank you for taking the time to read this brochure. Please keep it in a safe place for future reference.