

Heyhouses Nursery School



First Steps in Building a Future



Our Mission Statement

'We seek to enable children to reach their full potential educationally, spiritually and socially so that they may become all that God has created them to be'

'The relationships which children establish with adults and other children are of central importance to their development'

[from 'First things First' Early Years Curriculum Group]



Heyhouses Church of England Nursery School
The Nursery Building
Clarendon Road North
ST ANNES ON SEA
FY8 3EE

Telephone - 01253 640110
www.heyhousesnursery.co.uk



HEYHOUSES CHURCH OF ENGLAND NURSERY SCHOOL

Heyhouses Church of England Nursery is an independent private day nursery with charity status specialising in the care of children aged from two & half to four years of age.

It is a purpose built brick building which was constructed in 2014 and is situated adjacent to Heyhouses Primary School on Clarendon Road North.

The needs of young children were the foremost factor in the design of the nursery.

A lively and stimulating curriculum is available where pre-school children enjoy a very high standard of education and care. Equality of opportunity allows all children to develop their individual potential. Our specialist Early Years Teacher is assisted by an enthusiastic and committed team of qualified staff.

The Nursery curriculum reflects the national curriculum for Early Years and therefore provides a sound basis for the beginning of primary education. Inspectors from Ofsted have praised the staff and overall provision at Heyhouses, some of their comments are on the following pages of this prospectus.

Other comments that are important to us are from parents. During the year we ask for your views, some of these comments are also included in here.



WHAT THE PARENTS HAD TO SAY

My son has gained confidence with his peers and looks forward with the same confidence to the next stage

Staff are caring with genuine interest in the children. Bright, stimulating and pleasant surroundings

Well-resourced, good child-staff ratio

I like the multi-cultural activities eg Chinese New Year and Divali

I feel that Nursery is about making friends, gaining confidence, learning to share.

Parents informed of progress Good happy and secure atmosphere

A good range of activities. A sound contact with the church, the teachers and children of Heyhouses Primary School

I have always found the Nursery to be extremely well run and the staff very helpful and friendly.

We have always been kept well informed of everything which is happening at nursery.

Ofsted 2016

We had a visit from the Ofsted Inspector on Thursday 14 January 2016. The full report can be found on the Ofsted website www.ofsted.gov.uk. //reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY480419

Effectiveness of the leadership and management - Outstanding
Quality of teaching, learning and assessment - Outstanding
Personal development, behaviour and welfare - Outstanding
Outcomes for children - Outstanding

SUMMARY OF KEY FINDINGS FOR PARENTS

- **The quality of teaching is outstanding.** Staff are highly skilled at tuning in to children's motivations and understanding. They accurately plan the next steps in each child's learning. Children are highly motivated and develop a real thirst for learning.
- **The key-person system is exceptionally good.** All staff are highly skilled and sensitive in helping children form secure emotional attachments. Children's individual care needs are always met extremely well and their confidence and emotional well-being is effectively supported.
- **Highly effective partnership** working with parents ensures that parents are fully engaged in their child's learning. This shared approach effectively supports children's learning, development and well-being, both in their own home and nursery school.
- **Children have outstanding opportunities** to think and learn about staying safe in a wide variety of situations. The teaching about hygiene routines and why some rules are needed to promote their well-being is exceptional.
- **Leadership is inspirational.** An astute and well-targeted programme of professional development always focuses on the impact for children, which contributes to all children making excellent progress from their starting points.
- **The highly experienced staff team** works well together, which means the organisation of the nursery school is excellent. They provide a relaxed, fun and homely environment where each child is respected and valued.
- **Exceptionally effective partnerships** with the local school ensure a seamless move to the school reception class. Local school children are excellent role models. They visit the nursery school daily, and are involved in the young children's learning.

NURSERY CURRICULUM

AIMS

To provide a broad and balanced curriculum which promotes the physical, intellectual, emotional, social, spiritual and moral development of each child regardless of sex, race, class or special need.

To provide an environment and atmosphere in which every child and adult feels secure, valued and confident.

OBJECTIVES

The nursery curriculum is designed to develop continuity and progression within the 'Early Learning Goals' from the age of three until the end of the Reception year. This is known as the Foundation Stage.

All children are given the full range of learning opportunities through activities promoting knowledge, skills and understanding. The curriculum content is mainly skill based with new activities and ideas introduced through a thematic approach led by the interests of the children.

The approach to learning is emphasised through TALK and PLAY both indoors and outdoors through the use of exploratory play, imaginative play and structured/unstructured play

WORKING TOGETHER

We recognise that parents are a child's prime educator and when your child starts nursery school an important partnership begins between nursery and home. It is important to establish two-way communication links if the partnership is to be a successful one. Regular opportunities for us to pass on information or have your questions answered will be made available throughout the year.

Your child's progress will be continually observed and assessed. Samples of your child's work along with these observations and photographs are kept in their Learning Journey. You are invited to contribute to this file when your child begins nursery and also welcome to see it at any mutually convenient time. When your child moves to primary school the file is yours to keep as a record of their early development and achievements.

Early Learning Goals

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

This focuses on children learning how to work, play and co-operate with and function in a group beyond the family.

PROBLEM SOLVING, REASONING & NUMERACY

Covers aspects of mathematical understanding and provides the foundation for numeracy.

LANGUAGE AND LITERACY

This focuses on children developing competence in talking to others and listening and in becoming readers and writers.

KNOWLEDGE AND UNDERSTANDING OF THE WORLD

This focuses on children developing knowledge and understanding of their environment, of other people and features of the natural and made world.

PHYSICAL DEVELOPMENT

This focuses on children developing physical control, mobility, awareness of space and manipulative skills in indoor and outdoor environments.

CREATIVE DEVELOPMENT

Concentrates on the development of children's imagination and their ability to communicate and to express ideas and feelings in creative ways.

Parents have the opportunity to discover more about the nursery curriculum and activities through displays in the reception area, Open Evenings, New Parents Information Events, Parents Meetings, Workshops, Newsletters, Weeksheets and Plays & Home Visits. Staff are always willing to answer any questions about the curriculum or provide additional information.

GENERAL INFORMATION

Certain regulations are necessary to maintain high standards and enable the children to gain the maximum benefit from their attendance at Heyhouses Church of England Nursery School.

1. Age of Admittance

Heyhouses Nursery School provides education for children from 2½-4 years of age.

2. Uniform

The nursery uniform which the children wear has been chosen to suit the practical needs of pre-school children. The uniform consists of:

- ♦ Navy blue jogging trousers/shorts or skirt/pinafore
- ♦ Yellow polo shirt, with the nursery logo - available from nursery
- ♦ Pale blue sweatshirt or cardigan with the nursery logo - available from nursery
- ♦ Yellow or blue checked dress can be worn during the summer term

The polo and sweatshirts are embroidered with the nursery logo and are available from nursery. During the Summer Term navy blue shorts can be worn instead of trousers or a blue or yellow checked summer dress if preferred.

PLEASE ENSURE ALL ITEMS ARE CLEARLY LABELLED

For your child's safety, footwear and outdoor clothing must be appropriate for outdoor activities and with all strings and cords removed from garments.

3. Days and Hours of Opening

Nursery is open Monday to Friday during usual school term times. (See dates further in this prospectus) from 8 am - 5.45 pm. Breakfast Club is in operation from 8 am and the main nursery opens at 8.55 am and concludes at 4.00 pm. There is the opportunity to extend care beyond 4 pm until 5.45 pm. Children may attend nursery either full or part-time. Sessions will be agreed before your child begins nursery and where necessary at the beginning of each term.

You also have the option of extending sessions over lunchtime. Your child can extend their morning session by staying for lunch and leaving at 1.00 pm or coming early for the afternoon session at 12 pm.

You may choose:

| | |
|------------------------------|-------------------------------------|
| Breakfast Club | 8.00 am - 9.00 am |
| Full time / Full days | 9.00 am - 4.00 pm - lunch available |
| Part time - mornings | 9.00 am - Noon |
| Part time - afternoons | 1.00 pm - 4.00 pm |
| After Nursery | 4.00 pm - 5.30 pm |

In order for your child to receive the maximum benefit from our activities we recommend a minimum of three sessions per week. All children will be provided with a healthy snack eg fruit and a drink either milk or water.

Please ensure that staff are aware of any special dietary needs.

4. Breakfast Club

Nursery will be open from 8.00 am for those children whose parents have an early start. A light breakfast of cereal, toast or crumpets will be served until **8.30 am** to the children who attend Breakfast Club. Activities suitable for this time of day are planned and organised.

5. After Nursery School

Nursery is open until 5.45 pm for children of parents whose working day extends beyond 4.00 pm. A light tea is provided eg sandwiches, pasta & fruit. Suitable activities are planned for children who have had a full day in nursery or school.

6 Absences

If your child is likely to be absent please inform us as soon as possible. Refunds of fees will not usually be available for absences. If you wish to take your child on holiday please inform nursery in writing, there will not be a refund for this absence.

7. Illness/Accident

Any child with a rash, sore throat, diarrhoea, discharge from the eyes or nose or any contagious infections should not attend until a doctor has certified he/she is fully recovered. In the case of upset tummies 48 hours clearance is required before the child can return to nursery.

If a child becomes sick or has an accident at nursery we will contact you immediately. **(Please inform us of any changes regarding Emergency Contact numbers).** The teacher reserves the right to call for emergency assistance and if necessary remove a child to hospital.

In order to have medicines administered parents must obtain a 'Medication Form' from a member of staff and complete it. We will make every effort to follow parental instructions but reserve the right to refuse a request to administer medicines whilst a child is in our care. We will only administer medicines prescribed by the child's doctor. Care Plans are also completed for children with long term medical conditions eg asthma.

8. Authorised Person

We will ask you to inform us, in writing, of the name of the person or persons who will collect your child and it is important that your child is collected on time. If you need to change the arrangement we must be informed in advance. A password system is in place in case of emergencies. Please ensure that you provide nursery with a password.

9. Fees

The Early Years Formula Funding (EFF) is available to every child who is eligible. All children are entitled to 15 hours per week free beginning the term after they are 3, (Universal Hours). Some families will be eligible for Extended Hours (up to 30 hours per week) full details can be found in our policies & procedures. Further information regarding eligibility can be found at www.childcarechoices.gov.uk

Some children will be eligible for 2 Year Old Funding, this is available the term after they are 2.

Additional hours are currently charged at **£6.50** per hour. A Parental Agreement is required at the beginning of each term to confirm hours required. The funding is for:

Autumn Term - 14 weeks
Spring Term - 11 weeks
Summer Term - 13 weeks

Occasionally there are additional days to the term eg 14 weeks and 2 days when payment is required. Invoices are issued at the beginning of each term. The majority of our payments are made online, but it is possible to pay by cheque, childcare vouchers or cash. You will be notified of specific details at the appropriate time.

Fees are payable at the BEGINNING of the week or month

Cancellation

Should you wish to withdraw your child from our nursery a written notice of FOUR WEEKS is required.

10. School Meals

Hot meals are available for children who would like one. One weeks' notice is required to start or cancel dinners. The nutritious meals are prepared in the primary school kitchen and served to children in the nursery. Charges are in line with the school meals service.

11. Clothing and Personal Property

Nursery uniform is recommended. Children's clothing should be **clearly marked with the child's name**. During cold weather ensure your child is sent to nursery in a warm and easy to manage coat. Please wash and return all clothing borrowed from the nursery due to personal accident or illness. For safety reasons only small studs may be worn in pierced ears. We will do our utmost to take care of your child's possessions but regret that no responsibility can be accepted for them.

12. Nursery Bags

We encourage the children to keep a **SMALL** bag in Nursery. This bag is used to keep a change of clothes etc. these are available to purchase from nursery.

13. Valuables

Please make sure that children do not bring toys, jewellery, money or other valuables to Nursery as they may get lost, broken or cause disagreements. They **should not** bring sweets, chocolates, chewing gum or drinks into nursery.



NURSERY TERMS 2020-2021

| | CLOSE after Nursery | RE-OPEN on |
|-----------------------|---------------------|-------------------------|
| | | Monday 7 September 2020 |
| Autumn Half Term | Friday 23 October | Monday 2 November |
| Christmas 2020 | Friday 18 December | Monday 4 January 2021 |
| Spring Half-term 2021 | Friday 12 February | Monday 22 February |
| Easter 2021 | Friday 26 March | Monday 12 April |
| May Day 2021 | Friday 30 April | Tuesday 4 May |
| Spring Bank 2021 | Friday 28 May | Tuesday 8 June |
| Summer 2021 | Friday 16 July | |

NURSERY AND RECEPTION LINKS

Children at Heyhouses Nursery will benefit from the close links with Heyhouses Primary School, particularly the Reception Department. Reception staff, the Head and Deputy visit the Nursery on a regular basis throughout the year especially in the Spring and Summer Terms. Mrs Kaced our Nursery School Teacher also teaches in the Reception Department.

Nursery children also have the opportunity to visit the Reception Department, accompanied by nursery staff, for appropriate activities eg nativity plays. Staff will be in regular contact to ensure a happy and effective transition from Nursery to Primary School.

In addition the extended care of Breakfast Club and After School Club are offered to children in the Infant Department of Heyhouses C of E Primary School.

EARLY YEARS PRACTITIONER & LEAD PRACTITIONER STATUS

The nursery under the leadership of Mrs Joanne Kaced BEd, is an Early Years Practitioner (EYP) with Lead Practitioner Status. The work of Mrs Kaced and her team has been recognised and is being used as an example of good practice across Lancashire.

CHURCH LINKS

The Nursery also receives regular visits from the parish and assistant priests. We attend Nursery Praise and hold our Christmas services in church.

ENROLMENT

If you would like to enrol your child at the nursery, please complete the enclosed enrolment form and return it to the nursery office on Clarendon Road North. We look forward to meeting you and showing you our Nursery.

COMPLAINTS

In the event of a parent wishing to make a complaint about any matter relating to Nursery, this should be addressed in the first instance to the Nursery School Manager, Mrs Joanne Kaced. A record of the complaint will be kept and an account of the findings and actions taken will be notified to the person who made the complaint within 28 days. All complaints will be confidential. If the parent feels the matter is still unresolved contact should be made with the Chairman of Trustees, Mrs Atkinson c/o Heyhouses Primary School, telephone 722014. The Office for Standards in Education (Ofsted) can be contacted on 0300 1231231. Further information available on their website: www.ofsted.gov.uk



ENROLMENT FORM
HEYHOUSES CHURCH OF ENGLAND NURSERY SCHOOL

1 Your Child

Surname _____ Male [] Female []
Forename(s) _____ Date of Birth _____
Child's Home Address _____
Post Code _____ Telephone _____
E-mail (please print) _____

2 Parent(s)/Legal Guardian(s) (persons who are responsible for the child)

Mother's Name _____ Father's Name _____
Address _____ Address _____

Telephone _____ Telephone _____
If different from child's If different from child's

3 Please tick the sessions preferred (minimum 3 sessions, a session is a morning or afternoon)

Breakfast Club

Monday Tuesday Wednesday Thursday Friday

Sessions:

Monday am Tuesday am Wednesday am Thursday am Friday am

Monday pm Tuesday pm Wednesday pm Thursday pm Friday pm

Extended Lunch:

Monday Tuesday Wednesday Thursday Friday

After Nursery School:

Monday Tuesday Wednesday Thursday Friday

Please note – every effort will be made to reserve your preferred sessions. In the event of those sessions being unavailable alternative sessions will be offered wherever possible.

Preferred start date: (Month & Year)

4 Does your child require milk at Snack Time: **Yes** [] **No** [] Allergy/Dislikes (please delete)

5 Does your child require a school meal: **Yes** [] **No** []

I/we confirm that the information on this form is accurate and understand that completion of this form does not guarantee admission to Nursery.

Signature of Parent/Guardian _____ **Date** _____

Please could you give details of any difficulties or needs your child has or has had in the past, in order that we can offer the best support when they start nursery. All information will be treated with confidence.

Where the answer to any of the questions below is Yes, please provide details.

1. Has your child received treatment or therapy for difficulties with hearing vision or speech? Yes [] No []
2. Does your child suffer from allergies, asthma, epilepsy, physical difficulties or any other medical problem? Please give details. Yes [] No []
3. Has your child had support from Blenheim House? Yes [] No []
4. Are there any home or family circumstances or other information the Nursery staff should be aware of? Yes [] No []
5. May information be sought from the required persons eg health visitors. GP as appropriate? Yes [] No []
- 6 Any additional comments you would like to make.

Signature of Parent/Guardian _____ Date _____

When you visit Nursery you will have the opportunity to read our Policies & Procedures, the main ones are included in the Parents Handbook and are available on the website. A copy of the Policies and Procedures are emailed where possible to parents. Would you please sign below to say that you accept them. If you would like further information please speak to a member of staff. Full details of retention period are available from nursery.

Signature of Parent/Guardian _____ Date _____

Please inform Nursery of any change in your circumstances

We will only use your and your child's personal information to provide a childcare service to you. We would like to keep sending you information about your child and our nursery by e-mail, phone or letter but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about your child and nursery. We will keep your information secure and will never share it except if required to do so by law.

- **By ticking this box, you are consenting to us continuing to hold and process your data and send you information**
 - **At any time you can ask us not to contact you by email/phone/letter**
-

EMERGENCY CONTACTS

Please complete the following details and **sign each section below**

CHILD'S NAME _____ **DOB** _____

Name of first contact _____

Relationship to child/family _____

Home telephone/address _____

Work telephone/address _____

Name second contact _____

Relationship to child/family _____

Home telephone/address _____

Work telephone/address _____

Name third contact _____

Relationship to child/family _____

Home telephone/address _____

Work telephone/address _____

I give permission for all of the above Emergency Contacts to sign for my child in the event of an emergency

SIGNED _____ (Parent/Guardian)

MEDICAL EMERGENCY

Please give the name address and telephone number of the family GP:

Name Dr _____ Address _____ Tel _____

This is to give permission to the Staff of Heyhouses Nursery to take whatever action is deemed necessary in a medical emergency.

PERMISSION TO APPLY PLASTERS: YES NO (please select) SIGNED _____

PERMISSION TO APPLY SUNCREAM: YES NO (please select) SIGNED _____

PERMISSION FOR SUPERVISED WALKS

I do/do not (please delete as appropriate) agree to my child being taken for supervised walks from Heyhouses Nursery, eg, to the church, reception department, etc.

SIGNED _____ (Parent/Guardian)

PHOTOGRAPHS/VIDEOS

I do/do not (please delete as appropriate) agree for my child to have their photograph taken and displayed in Nursery or sent to the newspaper. I do/do not agree for my child to be videoed during sports day, nativity or other such events.

SIGNED _____ (Parent/Guardian)

PASSWORD: _____ **DATE** _____

PLEASE TURN OVER

We will only use the Emergency Contact information to provide a safe & secure childcare service for your child. We may need to contact you or your other contacts in an emergency but we need to be sure we have your permission to do so. We keep additional emergency contact information in case of emergencies. We will keep your information secure and will never share it except if required to do so by law.

- **By ticking this box, you are consenting to us continuing to hold and process your data and send you information**
- **At any time you can ask us not to contact you by email/phone/letter**