

# *St Mary Magdalene Catholic Primary School*



*‘Growing Together in Faith and Love’*

## **Nursery Prospectus**



# INTRODUCTION

Dear Parents/Carers

A warm and sincere welcome to St Mary Magdalene Nursery. I am sure your child will be very happy here and that you as parents will be equally happy and satisfied with the education your child will receive.

I must stress to parents that your child will be part of 'nursery education' which differs from 'playgroups' or 'mother and toddler groups'. We follow a national curriculum called the "Foundation Stage" curriculum. This curriculum is carefully structured and planned by staff to include activities to promote the physical, emotional, social and intellectual growth of the young child. The curriculum accepts every child is unique, that children learn to be strong and independent through positive relationships, children learn and develop in different ways at different rates and children learn and develop best when there is a strong partnership between home and nursery.

The education of young children is crucial in forming the attitudes necessary for effective learning. Your child will experience a broad, differentiated activity based curriculum to meet their learning needs. They learn through their own actions and experiences, although their development is sequential and cumulative, the pace of that development may be uneven. The importance of structured and spontaneous play, cannot be underestimated. Our staff are specialists in delivering the aims and objectives from the Foundation Stage curriculum.

The main purpose of our nursery is to provide an excellent 'nursery education'. The main aims of the nursery are:-

- To work in partnership with parents/carers so our children can benefit from school and home experiences
- To provide a happy, secure, stimulating environment, rich with possibilities
- To provide quality and consistency, support, guide and encourage each child to achieve their own potential through a progression of appropriate activities which contribute to their all-round growth, development and progress
- To provide equality of opportunity and anti-discriminatory practice by ensuring every child is included and supported
- To promote opportunities for children to develop communication skills including speaking, listening, early writing and reading skills and memory skills
- To develop self-esteem leading to confidence and co-operation in relationships with adults and children
- To encourage independence, self-discipline and care whilst developing the ability to adapt to different codes of conduct
- To enable children to grasp basic mathematical concepts and processes
- To extend a child's knowledge and understanding and encourage enquiring minds through exploration, creativity and discovery
- To provide opportunities for children to develop gross and fine motor skills
- To begin to develop ability to express ideas, to imagine and to respond to stimuli
- To be aware of children's progress and needs through assessment and build on this for future planned learning
- To establish good relationships between home and school and encourage carers to become fully involved in their child's progress/development

I sincerely hope that the time spent at our nursery by your child will be happy and successful.

Yours sincerely

Rosemarie Jones  
Headteacher

# CONTENTS

1. Admissions
2. Admissions Policy
3. Home Visits
4. Staggered Entry
5. Staffing
6. Absence and attendance
7. Arrival and collection of children
8. Charging Policy/Wrap around care
9. Money
10. Clothing
11. Good behaviour and discipline
12. Home/School liaison
13. Illness/Medicine
14. The Early Years Foundation Stage
15. Religious Education
16. Healthy Eating
17. Newsletters
18. Parking
19. Photographs and the use of cameras
20. Child Protection
21. Security
22. Special Educational Needs
23. Health and Safety
24. Complaints Procedure
25. Valuable toys
26. Preparing for school
27. Induction into school
28. Children's progress
29. Finally

## ADMISSIONS

Children are admitted to the nursery at the beginning of the Autumn Term provided they have reached the age of 3 years by 31st August. Children may also be admitted in January if there are spaces in nursery and they have reached the age of 3 by 31st December.

## ADMISSIONS POLICY

We welcome children from all faith backgrounds into our nursery. Please note a place in nursery does not ensure or guarantee admission into the school. Parents should follow the Milton Keynes Council Admissions procedure and complete an online form for a place in school, as well as completing school admission forms.

## Session Times

- Morning Session: 8.45am-11.45am
- Afternoon Session: 11.45am-2.45pm
- Staff are always pleased to welcome parents to the various social events held during the school year and as volunteer helpers in nursery
- After the first two weeks in nursery most children have settled well. We therefore request parents leave their children in the care of the nursery staff at 8.45am or 11.45am depending on which session they attend



## HOME VISITS

At St Mary Magdalene we are committed to building strong home-school partnerships and we see home visits as a key factor in this process. The EYFS staff will come and visit you and your child at home before your child starts nursery. Home visits are considered to be very good practice and allows the children to meet their new teachers in an environment where they feel safe, secure and familiar. As parents/carers you are your child's first educators and you have that unique insight into what your child can do and their likes and dislikes. Sharing this information with us is a fantastic starting point in order to help your child develop and grow during their time with us.

During the home visit we will:

- discuss your child's individual needs, including their individual development and medical conditions
- complete some initial paperwork and provide you with further information about nursery
- provide you with your child's visit information and start day/time
- bring some toys from the classroom for your child to play with.

## STAGGERED ENTRY

Children will be given a start date and time when we do their home visit. Children will be given a specific date/time for their first day but after this day their sessions will start and finish as normal.

## STAFFING

All nursery staff are experienced and hold relevant qualifications. All are first aid trained included paediatric first aid.

The recommended guidelines for nurseries are: one qualified teacher and one member of staff for every thirteen children. Mrs Ledger is our teacher, with years of experience.

Our staffing ratio is currently one adult for every seven children. This varies during the school year but never increases beyond one adult for every ten children. We believe our children benefit greatly from these excellent staffing ratios.



## ABSENCE/ATTENDANCE AT NURSERY

- Please telephone the school immediately if your child is absent
- Children must attend the five sessions each week unless there is a good reason for their absence eg illness
- If your child is absent with a ‘tummy upset’ ie sickness and diarrhoea, please do not send them back to the nursery for at least **48** hours after the last time they have been sick or had diarrhoea
- Explanatory notes/letters are requested as soon as a child returns to nursery
- Persistent, unexplained absences will be brought to the Headteacher’s attention as they would be taking a valuable place that could be offered to a child on the waiting list

## ARRIVAL AND COLLECTION OF CHILDREN

- A responsible adult that is someone over the age of sixteen years must hand nursery children over to the nursery teacher or nursery staff
- Nursery children must never be allowed to walk to the nursery door on their own
- The same rules apply when nursery children complete a session
- Nursery staff will only allow children to leave if a responsible adult is at the door to collect the child

## Arriving

- Please set a good example and ensure that your child does not arrive late for nursery
- Never leave children to wait outside on their own

## Collecting

- The morning session ends at 11.45am. The afternoon session ends at 2.45pm. Children should be collected on time. It can cause young children great distress if they are late being collected
- If a different adult is collecting your child, the nursery staff must be informed of this change. The school will not hand over children to 'unfamiliar' adults without prior notification
- If you fail to collect your child at the appointed time you will be contacted (if unavailable, the emergency contact). A charge will be made if we are unable to contact you and do not hear from you and Children's Services will be contacted.

## CHARGING POLICY AND WRAP AROUND CARE

Parents are entitled to 15 hours per week at nursery funded by the Government. Working parents are entitled to 30 hours but must register for funding. Parents can purchase up to a further 15 hours per week for those who do not qualify (depending on place availability).

You can if you wish purchase additional sessions at nursery. This could be one, two or all five sessions.

Parents/carers can check whether they would be eligible for 30 hours via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator). Those who could be eligible will be directed to the digital childcare service to apply. You do not need to do this if you only want 15 hours universal childcare entitlement. If you are eligible for 30 hours you will be given an 11 digit eligibility code. **You must bring this to school along with your National Insurance number and date of birth so school can claim the funding.** All children attending nursery for 30 hours will require a daily packed lunch.

Nursery children, once settled and with an older sibling in the school, may also use Breakfast Club and After School Club. There is a charge for both of these services. As the above services are optional/parents' choice they are not open to parental contributions but have a fixed charge.

- In accordance with the 1988 Education Act parents are asked to make a voluntary contribution towards the cost of some activities
- It is necessary to state that no child will be excluded from these activities if a parent chooses not to make a voluntary contribution, but equally, if there are not enough contributions for the activity to be viable then it may be necessary to cancel the event
- The school will try to keep the costings of such activities as low as possible, they must have a relevance to the educational aims of nursery education
- If any parent has a genuine hardship and cannot make a voluntary contribution either in full or in part, they should discuss the matter with the Headteacher who will offer advice on the situation



## MONEY

If money has to be sent to nursery for a special reason eg book club, puppet show, healthy snack contributions etc it should be in a sealed envelope clearly marked with the child's name and amount.

## CLOTHING



Nursery uniform is not compulsory but many parents are keen to send their children in uniform. Nursery uniform consists of:

Royal blue sweatshirt (winter), royal blue polo shirt (summer). Both items available only from our school uniform supplier, order forms are available from the school office. The uniform shop is based in Bletchley or you can order online [www.kedaphschoolwear.co.uk](http://www.kedaphschoolwear.co.uk).

As the children undertake lots of practical activities and access the outdoor learning environment daily, please ensure your child is dressed appropriately. **PLEASE KEEP BEST CLOTHES AT HOME.** Please note – because of the range of activities, leggings or tracksuit bottoms would be a suitable choice for children to wear with their school jumper. Please ensure children have **suitable footwear** – velcro fastening shoes. No open toe sandals.

### Labelling Clothes

- All top clothes, anoraks, duffel coats, wellingtons should be clearly labelled with the child's name
- Labels can be ordered off [www.stikins.co.uk](http://www.stikins.co.uk) – if you quote 20670 you'll be helping raise money for school
- Outdoor play is an important part of the nursery curriculum and will take place, weather permitting, throughout the year
- For this purpose, especially during the winter, please ensure children have a coat and labelled gloves, hat and scarf. Mittens on a string attached to a coat is preferable
- In the summer children will need a sun hat

### Hair

- Long hair should be tied in bunches, pony tail or plait

### Jewellery

- If your child has pierced ears he/she must wear studs
- Rings, necklaces, bracelets, watches and other items of jewellery are strictly forbidden for health and safety reasons

## GOOD BEHAVIOUR AND DISCIPLINE

- Good behaviour is a necessary condition for effective teaching and learning to take place
- Children are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times
- We believe in sound discipline. By this we mean that children should be trained and expected to conduct themselves in ways which will not hinder others or themselves
- In practice this means that a child will be trained and expected to co-operate with the teachers and other children, cause no danger or discomfort to himself or others, have a proper respect for books, equipment, the building and other people's property
- This kind of discipline extends to their life outside school as well as inside
- We believe that the virtues of honesty, courtesy, punctuality etc are of great importance in society
- Parents will be contacted to come and talk to a member of the nursery staff if a child is persistently badly behaved



## HOME/NURSERY LIAISON

- We believe it is important that as a parent/carer you feel welcome in our nursery
- It is our policy to keep in close touch with parents both on an informal and formal basis
- We firmly believe that education is a partnership between home and school with a shared responsibility based on trust and mutual understanding. The co-operation and participation of parents within our nursery is positively encouraged. A good relationship between nursery and home builds a child's confidence, aids their learning and helps them to fulfil their potential
- Throughout the academic year there will be opportunities to come into nursery and watch how the children learn through Stay and Learn sessions, Den Day, Motion Day etc.

## ILLNESS/MEDICINE

- A first aid box is accessible at all times
- If a child becomes ill or has an accident in nursery, we will contact parents
- When a parent cannot be contacted at home, their representatives will be informed. It is therefore vital that we have up to date contact numbers for parent and second contacts
- If an injury occurs which appears to require immediate medical attention the parent will be contacted as soon as possible
- In an emergency, however, the best interests of the child may be served by taking him/her for treatment immediately, parents will be informed immediately





- Medicines are not administered in nursery except in the following circumstances: cases of chronic illness or long term complaints such as asthma, allergies, diabetes or epilepsy. Parents are requested to complete the appropriate forms (available from the school office) giving staff written permission to administer medicines, records are maintained of medicines administered
- In any of these cases, parents are requested to discuss the situation with the Headteacher or nursery teacher and an appropriate health care plan will be created

## Head Lice

- Regular checks should be made at home to ensure your child does not have head lice
- If a parent finds traces of head lice, please inform the nursery staff
- Pupils who show signs of head lice should be treated immediately with the correct lotion obtainable from the doctor or chemist

## Intimate Care

We ask that all children are out of nappies by the time they start nursery. The nursery team will always be on hand to offer advice on this. We ask that you inform us of any medical condition which requires your child to need a nappy.

We have an 'intimate care' policy which sets out the procedures we will follow in the case of a child wetting or soiling themselves whilst at nursery.

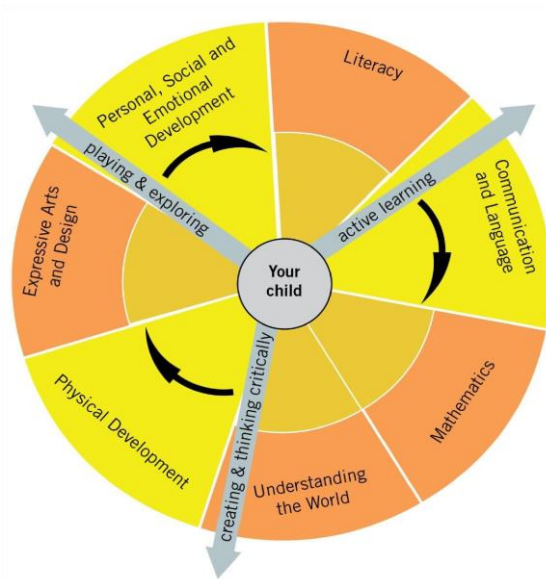
## THE EARLY YEARS FOUNDATION STAGE

The EYFS curriculum is followed by all children in England, up to the end of their Reception year.

We believe that all children in the EYFS need a broad and balanced curriculum with challenging activities, materials and experiences to explore, both indoors and outside. The EYFS has 7 areas of learning and development around which we plan and assess what our children do. However, these areas do not happen in isolation and it is very likely that in their place children may be exploring learning in several different areas at once!



## The Early Years Foundation Stage



### Personal, Social and Emotional Development

- Self-confidence and self-awareness
- Managing feelings and behaviours
- Making relationships

Children's well-being is very important and we want the children at St Mary Magdalene to be confident, taking an interest in the things around them. We want them to develop a good knowledge of what is right and wrong, the needs of others and work together, sharing and taking turns.

### Communication and Language

- Listening and attention
- Understanding
- Speaking

We aim to create an environment which enables opportunities for children to talk, listen and communicate with each other, familiar adults and visitors.

### Physical Development

- Moving and handling
- Health and self-care

We want to encourage the children in our nursery to develop their own health and self-care needs. We foster the careful use of tools and equipment and be confident in their movements.

### Indoor Play

Our EYFS environments are arranged into specific 'areas' where different resources can be found. Everything is clearly labelled and within easy access for children. This allows the children to make individual choices of what to play with and when.

The indoor area consists of:

- Construction area
- Home corner or other role play area
- Writing area
- Music and sound area
- Maths and investigation area
- Small world play area
- Sand and water area

- Creative area – painting, printing, modelling
- Reading area
- Listening area
- Computing area

## **Outdoor Play**

All EYFS classes have access to an outdoor space which are an important part of your child's early years' experience. Everything that the children can learn inside, they can learn outside. The outdoor area plays a key part in the children's learning experiences and provides the children with opportunities for learning in all weathers.

The outdoor area is a great place to develop children's gross motor skills and includes the following areas:

- Climbing equipment
- Wheeled toys
- Role play area
- Space for running and physical activities
- Outdoor writing space
- Maths and investigation area
- Music area
- Reading opportunities
- Construction area
- PE equipment – balls, rings, hoops, beanbags
- Sand and water areas

## **Literacy**

- Reading
- Writing

We will provide children with a range of stimulating and fun work, making opportunities in order to develop early writing skills. We will nurture children's early reading skills and encourage a love of books, stories, singing, poems and rhymes.

## **Numeracy**

- Number
- Shape, space and measure

We will develop children's problem solving skills, understanding of numbers, shape, patterns, space and measurement through everyday experiences as well as stories, rhymes and games.

## **Understanding of the World**

- People and communities
- The world
- Technology

## Expressive Arts and Design

- Exploring and using media and materials
- Being imaginative

## Young children need.....

- To **play**: play is a child's work and the means whereby they grow
- To **move**: to foster and promote the development of physical skills
- To **learn**: to develop skills and attitudes and to acquire a wide range of concepts through first hand experience
- To be **'ME'**: to provide opportunities for children to develop as individuals
- To **communicate**: to promote all communication skills

## Characteristics of Effective Learning

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. Development depends on each unique child having opportunities to interact in positive relationships and enabling environments.

The ways in which the child engages with other people and their environment – playing and exploring, active learning, and creating and thinking critically – underpin learning and development across all areas and support the child to remain an effective and motivated learner.

Children learn most effectively through:

- Playing and exploring
- Active learning
- Creating and thinking critically



## RELIGIOUS EDUCATION

We are attached to a faith school and RE plays an integral part to the children's learning opportunities. The children have access to the chapel within the school grounds and prayers are said daily within class.

- Religious Education in nursery focuses on respect and positive relationships with peers and adults, good social behaviour, self-discipline and the development of gospel values
- The children will also be introduced to a variety of Bible stories



## HEALTHY EATING

As a school we encourage healthy eating and encourage the children to eat healthily. The children receive one piece of free fruit per day (part of a Government scheme). In addition to this, a successful healthy eating scheme has been established in nursery to encourage children to further develop their healthy eating choices and extend their taste experiences. In order for this to happen we ask for a donation each term. Further details will be sent home once your child starts.

- Further details will be discussed during a home visit
- Children under 5 years of age are entitled to free milk each day. Parents must apply directly to Cool Milk for Schools [www.coolmilk.com](http://www.coolmilk.com). Alternatively parents may provide their child with a drink each day in a named flask. No fizzy drinks are allowed. Drinking water is freely available
- There is a No Smoking Policy in place, we request parents do not smoke in the outside play area or school grounds
- We encourage healthy lunchboxes and will give guidance if necessary. Children attending for 30 hours require a packed lunch, alternatively you can book a hot lunch. If you wish to book lunches please speak to the school office for your registration letter.



## **NEWSLETTERS**

Parents will be kept up to date with events through half-termly newsletters, topic webs, notice boards, curriculum newsletters, emails and other letters when the need arises.

We regularly add photos to the nursery page of the school website [www.stmarymagdalenemk.co.uk](http://www.stmarymagdalenemk.co.uk).

## **PARKING**

- Parking, collecting and dropping off is not permitted inside the school grounds/car park
- Parents should park at the front of the school
- Parking is strictly prohibited on the zig zag lines. Any vehicle causing danger or obstruction will be reported to the police. Please respect the rights of local residents and do not block driveways or park on driveways

## **PHOTOGRAPHS AND THE USE OF CAMERAS**

- A professional photographer visits each year and will take individual, family or class photographs
- Nursery staff also regularly take photographs of the children as part of their assessment procedures. Nursery staff use a school camera. The use of mobile phones or personal cameras by staff is not permitted. Parents are asked to sign a permission letter giving their approval for children to be photographed for assessment and recording purposes. You may discuss this further with the Headteacher or Mrs Ledger the nursery teacher

## **CHILD PROTECTION**

Chloe Ledger is the Designated Safeguarding Lead for Early Years.

We welcome the opportunity to share with you information about the important part that schools play in protecting children from abuse.

The Government has issued guidance to schools about child abuse, the main points of which are as follows:-

- All staff should be alert to any issues of concern in the child's life at home or nursery. We have a Child Protection Policy and Procedures to safeguard children in line with the Local Safeguarding Children's Board (LSCB)
- All schools have a designated member of staff responsible for co-ordinating action within the school and liaising with other agencies, including Children's Services. Schools are required to share any concerns they may have with Children's Services and follow the advice given.
- The nursery school is aware of the child protection procedures issued by the local authority and all staff must follow
- All schools have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse. These procedures are in the school's Child Protection Policy which all parents should read
- All staff receive regular child protection training. In our school the "designated teacher" for child protection is the Headteacher, Deputy Headteacher and a member of the senior staff
- If you have any queries about any aspect of the above please feel free to contact the Headteacher

## SECURITY

The safety of our children is paramount. The school has in place a variety of security measures to ensure all children are safe at all times. We seek your full co-operation. All parents are given a copy of the school's Security Policy. Regular risk assessments are undertaken to ensure children are safe. All reasonable steps are taken to prevent unauthorised persons entering the premises.

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

- The most effective means of identifying children with special educational needs is by using the teacher's skills, in which the teacher becomes aware through daily contact with the same children, that some have significantly greater difficulty in learning than the majority of children of the same age
- Parents are made aware at an early stage that their child is experiencing particular difficulty
- Children are never referred to any support services before detailed discussions between the nursery teacher, school SENCO (Special Educational Needs Co-ordinator) and parents.

## HEALTH AND SAFETY

- Equipment is regularly checked to ensure it is in good working order
- Regular fire drills are undertaken (every term)
- We actively encourage children to wear sun hats when they are outside on a sunny day
- Any sensible type of sun hat is perfectly acceptable as long as it is clearly labelled with your child's name
- Staff encourage children to seek out shade during very hot days
- With Child Protection and Health and Safety procedures in mind, staff are **not** allowed to apply sun protection to children
- Therefore, we strongly suggest that you apply lotion to your child before coming to nursery. Products which last 12 hours are now available at chemists and supermarkets
- The premises are accessible and suitable for disabled pupils

## COMPLAINTS PROCEDURE

If you are unhappy please discuss your concerns firstly with Mrs Ledger or the Headteacher. If we are unable to resolve the complaint you may write to the governors (care of the school). Experience shows that often a discussion or clarification on an issue can resolve concerns. Please contact us.

## VALUABLE TOYS

These items should not be brought to nursery as nursery cannot take responsibility for them. On special occasions children may bring teddys etc for a "Teddy Bears Picnic" but parents/carers are always informed in advance of such events.

## PREPARING FOR SCHOOL

Children will be eligible to apply to the school from the September before their 4<sup>th</sup> birthday. Attending our nursery does not give you automatic entry or an advantage.

It is a requirement to apply to Milton Keynes Council for your child's place. As we are a faith school we have our own admission policy and applications – a form can be collected from the school office.



## INDUCTION INTO SCHOOL

- The school has a very comprehensive structured induction programme. This allows the nursery children to visit and join in school activities, stay for lunch, meet nursery staff and other classmates. You should ensure your child participates fully in this induction process
- The children have several opportunities to join in with activities in the school
- In their final week in nursery pupils are given the opportunity to stay for school lunch. This allows the children to become familiar with the lunch-time routine
- This has proved to be beneficial in previous years and makes the transition into school much easier

## CHILDREN'S PROGRESS

Parents are offered the opportunity to attend Parent/Teacher Consultation Evenings. These evenings are held in Autumn, Spring and Summer terms.

Parents also receive an annual report in the Summer Term.

A Record of Achievement is kept for each child. Parents/carers are encouraged to participate in this record with photographs and comments. The record of achievement/pupil profile is a record of your child's progress and is passed to appropriate schools on transfer.

## FINALLY

If there is anything you feel we have not covered or if you are worried or anxious about anything, it doesn't matter how small it may seem, if it is important to you or your child it is important to us. Please do not let it fester as it can only be discussed or resolved if we know about it. Come and talk to us, write it in a note if you wish, we are here to listen and help.

