



**Orchard Fields Community School Pre - Nursery and Nursery  
School - Age Range from 2 - 4 years Prospectus**

**Information for Parents 2019/2020**



If you wish to write to us our address is  
Orchard Fields Community School  
Edmunds Road  
Banbury  
Oxfordshire  
01295 263324

**At Orchard Fields Pre - Nursery School known as Pips, and our Nursery School known as Seedlings we aim:**

- To provide the best quality care and ensure that our children attain the highest academic achievement
- To create a happy, caring, secure and well-ordered environment which enables children to work towards achieving their potential, academically, socially, emotionally, and physically
- To provide a physical environment which is stimulating and aesthetically pleasing, and which encourages curiosity and creativity
- To provide a stimulating broad and balanced curriculum which caters for all children which encourages them to develop confidence and independence
- To develop in children lively and enquiring minds and the ability to reflect, and to question and to argue rationally
- To promote an ethos which develops tolerance and mutual respect and encourages courtesy and consideration for others
- To foster an atmosphere which encourages behaviour based on shared values, positive example and consistency
- To affirm and celebrate achievements and to help develop self-esteem and self-discipline
- To provide equal opportunities for all children irrespective of gender, race, class, or ability
- To help children to understand the society in which they live and celebrate its diversity
- To work with parents, enabling them to play an active part in their child's education and the life of the school
- To enhance the partnership with and between parents, staff and the wider community.

**Our Vision and Ethos Statement**

All members of our community have a right to feel safe and happy and are encouraged to care for, and respect others and their environment.

We will consistently provide an environment where all members of our school community can work towards achieving their potential, sharing their skills, values and expertise across the curriculum.

We are committed to meeting the educational needs of all our pupils and ensuring that they make progress. We endeavour to ensure that every child is included in all aspects of school life and are supported according to their needs within a broad and balanced curriculum and so develop their full potential.

We like to work in partnership with parents to ensure that children acquire the skills and knowledge necessary to help them make choices which will enable them to lead a fulfilling life and to make a positive contribution as citizens of the future.

### **A Partnership between Home and Nursery Provision**

Central to our school philosophy is that we will only achieve the best we can when children, parents and staff work together as a team. We hope that parents feel part of the pre - nursery and nursery community and will get as involved as much as possible.

### **The Responsibilities of the Pre - Nursery and Nursery Team**

- To teach effectively, and set the highest standards in work and behaviour
- To provide access for all pupils to the full Foundation Stage Curriculum
- To provide opportunities for children to develop their individual strengths and that enable them to achieve his / her full potential
- To keep parents informed about general Early Years matters and their child's progress
- Provide a welcoming, secure, and happy environment where value is given to individual worth, self-esteem, and mutual support

- To help children to contribute to the community and the environment

### **The Responsibilities of Parents**

- To encourage children to develop positive attitudes towards Pre- Nursery and Nursery school, learning, other people and themselves
- To make sure that children come to Pips and Seedling provision regularly, on time, refreshed alert and ready to engage
- To support children's learning by taking an interest in the activities that they have been doing.
- To communicate with the Early Years team on matters which might affect a child's behaviour or attitude
- To attend meetings with the staff, and work with the Early Years team wherever possible

### **Admissions**

Parents who are considering sending their child to our pre - Nursery and Nursery are encouraged to telephone to arrange a convenient time to make a preliminary visit. Our age range includes pupils who are 2, 3 and 4 years of age. Currently pupils who are 3 and 4 years of age receive 15 hours (5 sessions a week free). If parents require any additional sessions these are charged at £5.00 per hour. They must be paid for weekly. Alternatively, you may qualify for a free place if you are entitled to 30-hour funding. Please contact the staff for more information.

We have 3 admission points a year - September, January, and Easter. Places are limited so parents are encouraged to apply in the term before their child's second or third birthday.

### **Our Staff**

There are 6 members of staff. They are:

- Phil Baldwin - Early Years Leader
- Vicki Hudson - Nursery Teacher
- Erica Benham - Nursery Worker
- Sheralee Broughton - Nursery Worker
- Madison Jones - Pre - Nursery Worker
- Anna Koczorowski - Pre - Nursery Worker

We follow the LA procedures on Safer Recruitment.

### **Starting in Pips and Seedlings:**

Our aim is to make children feel secure and happy in Pre-Nursery and Nursery. Settling your child into a new setting can take time, especially if it is the first time your child has been left without a familiar adult. Take the time you both need, the staff are here to support you.

When your child starts in Pre - Nursery and Nursery they will be allocated a Key Person. They will visit you and your child at home prior to them starting with us. This will enable your child to get to know the staff in a familiar setting. We also advise you to make a couple of short visits to our setting prior to your start date.

### **Term Dates 2019/2020**

	<b>Nursery opens on the morning of</b>	<b>Nursery closes on the afternoon of</b>
<b>Term 1</b>	Tuesday 3rd September 2019	Friday 25 <sup>th</sup> October 2019
<b>Term 2</b>	Monday 4 <sup>th</sup> November 2019	Thursday 19 <sup>th</sup> December 2019
<b>Term 3</b>	Tuesday 7 <sup>th</sup> January 2020	Friday 14 <sup>th</sup> February 2020
<b>Term 4</b>	Monday 24 <sup>th</sup> February 2020	Friday 3rd April 2020
<b>Term 5</b>	Tuesday 21st April 2020	Friday 22nd May
<b>Term 6</b>	Monday 1 <sup>st</sup> June 2020	Friday 19 <sup>th</sup> July

**Weekly Sessions 1 & 2 for our Pre- Nursery for two-year olds are based on 15 hours, extra hours can be requested and paid for at a rate of £5.00 per hour. We offer places to funded two-year olds and fee paying two-year olds.**

Session 1, Monday and Tuesday 8.45am until 3.00pm, Wednesday -8.45pm - 11.45am. Cost per day is £30 and for half a day the charge is £15. For Wrap-around an additional charge will be levied.

Session 2, Wednesday 12.00 Noon - 3.00pm, Thursday and Friday 8.45am until 3.00pm. Cost per day is £30 and for half a day the charge is £15. For Wrap-around an additional charge will be levied.

**Weekly Sessions 1 & 2 for our Nursery for three and four-year olds are based on government funded 15 hours, extra hours can be requested and paid for at a rate of £5.00 per hour.**

Session 1, Monday and Tuesday 8.45am until 3.15pm, Wednesday 8.45pm - 11.30am. For Wrap-around an additional charge will be levied.

Session 2, Wednesday 12.30 Noon - 3.15pm, Thursday and Friday 8.45am until 3.15pm. For Wrap-around an additional charge will be levied.

**Wrap - Around Care:**

**Early Birds for two-year olds from 7.30am until the start of the school day is 8.45am is £3**

**After school provision for two-year olds - 3.00pm until 6.00pm the cost is £10 per session**

**Early Birds for three and four -year olds from 7.30am until the start of the school day is 8.45am is £2 per session**

**After school provision for two-year olds - 3.00pm until 6.00pm the cost is £7.50 per session**

**All payments must be paid at the beginning of the week**

**Collection/Late collection of children in wrap around care after 6.00pm will be charged at £3 for every 15 minutes**

If you require someone else to collect your child, please inform the school office staff. We have a robust collection/late collection policy detailing our procedures should your child remain uncollected. Please ensure you familiarise yourself with this policy. We require an adult (over 18 years of age) to collect children. Under no circumstances will a child ever be released to a young person under the age of 16 years.

**Snacks and Drinks**

We provide healthy snacks such as fruit and vegetables. Milk will be available to drink during snack times and lunchtimes, water will be available throughout the day. There is no additional charge for snacks or drinks. If your child has any allergies, please ensure you have written details of this on their enrolment form and bring it to the attention of a member of staff.

### **Packed Lunches**

Nursery Children who are staying for lunch can order a meal from the school office. There is always a cooked option which includes meat or fish, a vegetarian option is also offered every day. Menus are available each term. A meal costs £2.20 and can be paid for each week. Alternatively, your child can bring a packed lunch with them. We have a healthy eating policy. Sweets, chocolate, biscuits, or cakes are discouraged.

At present, two - year olds staying for lunch must be provided with a packed lunch, this will be reviewed towards the end of the term with a view to offering hot school lunches.

### **Welfare**

All members of staff share in the welfare of children. If your child is taken ill, we will contact parents. For this reason, we ask that parents keep us informed of any changes to contact details. Please do not send your child to Pre - Nursery or Nursery if they have been sick or ill with diarrhoea in the previous 24 hours.

### **Communication**

It is essential that communication takes place between staff and parents/carers and the child. Staff are always available at the beginning and the end of each session to discuss any aspect of your child's development and well-being.

### **Medicines**

We do not administer medicines to children unless prescribed. If your child requires medication prescribed by the Doctor we will be able to administer it during the day, once the appropriate paper work has been completed.

Asthma sufferers must keep their inhalers in Pre Nursery and Nursery. They should be appropriately labelled with the child's name and handed to a member of staff. Parents will need to complete an Asthma form with details of the dose.

### **Fire Drills**

These are held termly. They are unannounced. The building is evacuated, and the children are moved to the playground. They are fully supervised by the staff.

## **What Will Your Child Do in Pre - Nursery and Nursery?**

The curriculum is the sum of all the experiences provided for your child at nursery. It includes not only the formal programme, but also the informal programme of activities. We are committed to a curriculum which is exciting and engages the enthusiasm and natural curiosity of every child. We look to use a variety of experiences and approaches to meet the needs and preferences of different styles of learning and to provide opportunities for children to take increasing responsibility for their own learning as they move through the school.

Throughout Nursery, children are taught using a variety of organisational strategies and teaching techniques, depending on the type and purpose of the activity. Sometimes the staff will draw the children together in a larger group. Sometimes they use individual teaching, perhaps to support a child with a difficulty or to challenge their thinking further. For much of the day, children are following their own activities. Every child whatever his or her ability is given the same opportunities.

For the youngest children, much of their learning takes place through structured play activities enabling them to learn from first hand experiences which help them to make sense of the world around them.

The curriculum for Pre Nursery and Nursery is divided into the **prime areas** and **specific areas** of learning:

The **prime areas** are:

Personal, Social and Emotional Development (PSED) - self-confidence and awareness; managing feelings and behaviour; making relationships.

Communication, Language, and Language - focussing on listening and attention, understanding and speaking.

Physical Development - moving and handling, health, and self-care.

The **specific areas** of learning are:

Literacy - reading and writing

Mathematical Development - learning about numbers and counting; shapes, space, and measures.

Understanding of the World - people and communities, the world and technology.

Expressive arts and design - exploring media and materials and being imaginative

### **Record Keeping and Assessment**

Assessment is collecting information about individual experiences and achievements which shows what a child knows, understands, and can do. Assessment may be by continuous assessment or through more formal tasks. The purpose is to help the child to learn, help the staff prepare appropriate work, and to give information to parents and other staff members. Throughout the year children are set learning targets by their Key Worker. As these are achieved new targets are set. Parents are informed of children's targets during parents' evening.

We keep written learning journeys electronically using the Tapestry programme of children aged 0 - 5 years which parents can access at any time. When children move on or make the transition into school this information is shared with staff. If a child leaves our setting we will provide parents and the child's new setting with a copy of the child's learning journey. These learning journeys follow the EYFS (Early Years Foundation Stage) curriculum and track the child's progress. We invite parents/carers to contribute to them and to share WOW! Moments celebrating a child's successes. For further information on learning journeys please speak to a member of the staff team.

Any information regarding your child is kept/stored in a locked cabinet and are accessible by setting staff only. If you wish to view records kept regarding your child, you may arrange to do so via your child's key worker or the Early Years Leader. We will ask your permission to share details of your child's progress with their next setting. We are obliged to share information with partner agencies if there are safeguarding concerns. (See Safeguarding policies).

We adhere to our strict confidentiality policy always. All information shared with us regarding your child and family will remain confidential, however, if at any time we are concerned about the well-being of anyone, particularly a child we are required to share these concerns with the relevant agencies. Where appropriate, we will inform you of this decision.

### **SEN and Pupils with Additional Needs**

The Pre- Nursery and Nursery welcomes pupils who have additional needs. The SENCO will support you and your child to access specialist provision should it be required.

Many children, at some time or other during their schooling, may have special needs that cannot be met within the normal curriculum. Some may have specific physical difficulties like deafness or sight problems. Other children may experience difficulties in reading, writing, or behaving appropriately and may need support. Staff are very sensitive to these situations, and during their work keep a careful watch on all the children in the setting. Sometimes there is a need to place children on the Special Educational Needs register, so they can access additional support. Often children make good progress having received additional help, and they may be removed from the register. The following steps are put in place:

### **Pupil Profile**

If progress is not forthcoming, a SEND Pupil Profile plan will be drawn up for your child. You will be expected to be closely involved in drawing up the plan in conjunction with the Nursery teacher staff.

The Nursery may seek specialist help from outside agencies such as the Educational Psychologist. Additional support strategies will be implemented such as dedicated time with their Key Worker, a special intervention programme, or a management plan for children with behavioural difficulties

In exceptional cases a decision may be made to make a statutory assessment. Parents will always be informed and involved throughout these stages.

More- able children who also have special needs and abilities are given extension activities within their own class.

It is important that parents do not hesitate to come in and discuss any worries which they may have over the development of their children.

### **Supporting Children with English as an Additional Language**

Children whose first language is not English are given support to ensure that they can participate fully in the curriculum. This is provided in a variety of ways according to the needs of the children.

### **Complaints**

We have a complaints procedure. In the first instance, you should speak to the Early Years Leader, Nursery Teacher, Nursery worker, or Head teacher. If your dispute remains unresolved you should present, your written complaint to the Chair of Governors who can be contacted via the school office.

### **Documents and Information Available for Parents**

There is a noticeboard located around school. These boards are regularly, and the latest newsletter is displayed. We advise that parents/carers take a few minutes to read notices to ensure they are aware of any updated information relating to the setting.