

Welcome to Nursery

Woodhouse West Primary School



Woodhouse West Nursery & Primary School

Coisley Hill

Sheffield

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City Community
Learning Trust



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Headteacher:

Mrs Anne-Marie Bailey

Deputy Headteacher:

Mr Mike Bywaters

Assistant Headteachers:

Miss Megan Hill

Mr Leigh Rimmer

Dear Parent/Carers,

Welcome to Woodhouse West School.

We are so pleased that you have chosen our Nursery to start your child's journey through school. At Woodhouse West we are proud of all the children we work with and believe that by providing a wide variety of exciting and challenging activities, children can be encouraged to explore the world around them and learn a great deal in the process. The world is full of wonder for young children and we aim to nurture their inquisitive nature whilst supporting their social development through guided play.

Our highly trained staff take time to talk to parents and get to know each child as a special, unique individual, using their interests to create learning opportunities that will inspire and motivate. Our open door policy means that we are always ready to listen to parents questions and to provide advice and support in developing children's skills both within Nursery and at home.

You should find all the information you need within our prospectus but please feel free to arrange a visit or to meet with staff to discuss any other questions you may have.

We look forward to welcoming you and your child.

Yours faithfully

Mrs. A M Bailey

Headteacher

Welcome

May we take this opportunity to welcome you as prospective parents to Woodhouse West Nursery.

At Woodhouse West Nursery our aim is to provide a happy and safe environment with committed staff offering the highest standard of education and support to enable your child to develop.

We hope this booklet has all the information you require about your child's nursery education. If you have further enquiries please feel free to contact Miss Helen Wood (Nursery teacher) or make an appointment to see Mrs Bailey (Headteacher)

We look forward to meeting you and your child.

A handwritten signature in grey ink that reads "Helen C Wood". The signature is written in a cursive style with a period at the end.

Helen Wood
Nursery Teacher

Nursery

Members of staff

Miss Helen Wood (Nursery teacher)

Miss Sally Wiberg (Nursery teacher)

Mrs Hayley Mayfield

Mrs Angela Barnes

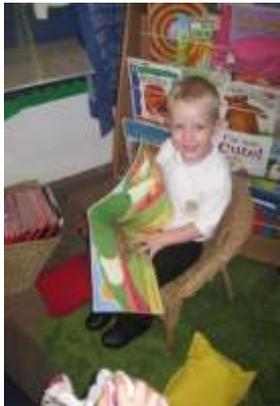
Teaching Assistant

Teaching Assistant

Admission Forms

Admission forms are available from the school office. Completed forms must be returned directly to the school office with the child's birth certificate (We have to take a copy of the original).

We admit children into Nursery the term after their third birthday providing there are places available. Once your child has been allocated a start date in Nursery we will contact you to arrange a home visit. We feel that links with home and school are very important; the visit will give you and your child a chance to meet staff, complete relevant paperwork, talk about settling in your child to Nursery and ask any questions you may have.



Nursery Session Times

Morning Session	8.40 am - 11.40 am
Afternoon Session	12.15 pm - 3.15 pm
All day session	8:40am - 3.15pm

(Please note we are a secure site and parents dropping off at the afternoon session will be asked to wait at the school gate until the start of the session)

There is no charge for children eligible for Funded Early Learning (FEL). Funding is available the term after your child turns 3 for up to 15 hours per week. The Nursery is open weekdays and term time only. Term dates are always available via our website or from the school office. The Children will attend Nursery for their 15 hours for 5 afternoons or morning sessions. We may also offer 2 $\frac{1}{2}$ days. However, there is a cost of £3.00 to cover supervision during the lunchtime session when the Nursery is closed. You will also need to provide your child with a packed lunch.

The Government has launched a new initiative aimed at working parents who will be able to access 30 hours free nursery provision from **September 2017**. We are delighted to be able to offer this for those parents who meet the eligibility criteria. For more information and to see if you are eligible please visit www.childcarechoices.gov.uk.

Nursery will also close for staff training (INSET) days, the dates of which can be found on the school website.



The Early Years Foundation Stage Curriculum

Woodhouse West Nursery delivers the Early Years Foundation Stage Statutory Guidance for all children aged from Birth to Five. The children's learning and development opportunities are themed around the children's interests and needs. Throughout each theme, the children experience a wide range of

activities to develop their skills and experience. Lots of opportunities are set up in a free-flow indoor and outdoor learning environment where the children freely choose their own learning. The children will work in many ways from small group work, to whole class times, as appropriate.

Nursery education plays a vital role in children's learning and development. We offer children opportunities and experiences that act as the foundations for their future learning and development, both in school and in their outside lives.

Nursery education is important because:-

- The children in Nursery start their education in a play based and experience led curriculum. This enables children to become hands on, active learners which benefits them when they enter full-time school, to further their learning.
- It helps children to become familiar with a day-to-day routine and organisation of activities and how to engage with them.
- The children follow a curriculum based around the Early Learning Goals (ELGs), which helps to develop children as holistic learners.



The Early Years Foundation Stage (EYFS) is a period of education from the age of three to five. It starts in Nursery and ends in the Reception year. During this stage the children work towards the Early Learning Goals ELG's.

Most children are expected to achieve the Early Learning Goals by the end of the Reception year.

There are 7 areas of the Curriculum - **3 Prime areas** and **4 Specific:**

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

Behaviour

We ask that you sign the home-school agreement which sets out the ways in which we can all work together to ensure that you and your child respect and accept our school rules.

Staff encourage good behaviour by:

- Setting good examples about how to play, share, take turns and work co-operatively.
- Having clear boundaries, routines and expectations.
- Addressing issues as they happen.
- Working with parents.
- Giving children a positive self-image.
- Recognising and promoting good behaviour.
- Giving children strategies to help them cope with their own behaviour and other children's behaviour they don't like.

Special Educational Needs

At Woodhouse West, we follow the guidelines provided by the Sheffield Education Authority. Staff work alongside parents and other professionals to provide the best provision to meet a child's needs. Where needs are significant every effort will be made to provide appropriate facilities where possible. We will seek extra support when special needs are identified before and after the child's admission to Nursery.

Uniform

Children in Nursery do not need to wear school uniform; all that we ask is you dress your child sensibly and in clothes that are easy for them to remove to promote independence. We want the children to get involved in all activities which can include painting, gluing and sticking and getting messy. You may wish to purchase a school t-shirt, jumper or cardigan to prevent their own clothes being damaged. Wearing uniform helps in fostering pride in their appearance and for children to feel part of the school. Uniform can be ordered from the school office. Please make sure that all pieces of clothing have the child's name in!

Snacks

Water is provided for the children throughout the day and milk and fruit will be provided mid-session. Please inform us should your child have any allergies or dietary requirements. Woodhouse West has the Healthy School status; please support us in this by providing healthy snack choices to your child. Please bring a fresh **water** bottle each day (no juice please). Parents are asked to make a small contribution of £2.00 every half term towards the cost of baking, cooking and food tasting.



School Times and Routines

Children need to make sure they arrive at school on time. If the children are going to be late or absent, please could you contact school as soon as possible for safety reasons.

Nursery finishes at **3.15pm**. Parents should collect Nursery children before collecting any older siblings. If you are going to be late or someone different is collecting them, please could you send a message to school that morning. Please try your best to collect the children from Nursery on time; it can be worrying for children if you are late.

Children's Coat and Pegs

Each of the children will have their own named coat peg in the classroom to keep their coats and bags. Please ensure all items of clothing & bags are named. Please provide your child with a spare set of clothes, sun hat or hats, gloves and scarves depending on the weather.

Special toys may help your child to settle into Nursery, when they have settled we discourage children from bringing toys from home as they may get left behind, lost or damaged.



Learning Journey's

When your child starts in Nursery they will be given a learning journey to record their time spent with us. The Learning Journey which will contain lots of photographs, work they have been doing and observations made by staff. Their Learning Journey will be added to throughout the year. You

are welcome to share in your child's learning journey and record notable things they have done at home.



Attendance

At Woodhouse West school we believe that early routines lay good foundations for a child's adult life. Regular attendance at Nursery prepares your child for starting school. We monitor attendance in line with good safeguarding practice.

It is important that your child attends Nursery, as you may be using a place another child could have.

Holidays

We would discourage taking your child out of Nursery and encourage where possible that you take family holidays outside of term time. Should this be unavoidable we request that you complete a leave of absence form, giving reasons for the absence and return it to the school office. The nature of the trip and parental restrictions on leave from employment are taken into consideration.

Safeguarding

We take full responsibility to make sure that all children are safe and well. In the event of any concerns we are obliged by law to follow the safeguarding procedures and inform the appropriate authorities. The designated person for safeguarding is Mike Bywaters (or in his absence Tina Holmes).

First Aid & Medication

Any prescribed medicine should be taken to the office. We are not allowed to put on creams or give eye drops. You would have to come into school to do this when required. We are only allowed to administer **prescribed** medication.

Unwell children

If a child becomes unwell we will make every effort to contact parents/carers or the person specified as quickly as possible. Please make sure that the office has the most up to date contact details for you. Please collect sick children promptly to minimise distress and spread of infection.

Hot weather

Please make sure children bring a sun hat when the weather is warm and sunny. We are not allowed to apply sun cream so you will need to apply this before they come to Nursery.



Toileting

We expect that most children will be toilet trained and you can help with this by taking your child to the toilet on arrival to help them get used to the facilities. Please talk to staff if your child has any particular toileting needs.

Applying for School

A child who is 5 between 1st September and 31st August of the following year will be eligible to start school. All admissions are made in line with the Local Education Authority policy. Parents have a range of options as to when their child may start school. A form will be sent to you when you have been allocated a school place. Please note: Admission to Nursery class does not guarantee a place in Woodhouse West School Reception class.

You must ensure that you fill in the appropriate school application form in accordance with the authority's policy. Children in the Nursery will have a number of short visits before they are due to start in school. Parents will be invited to an introductory meeting with the teacher to discuss school procedures.

Parents wishing to look around the school should contact the school office to arrange a suitable time. We do our very best to ensure a smooth transition to your chosen school.

Issues and Concerns

If you wish to discuss anything then we are more than happy to help. The best time to come and see us is after school as we will have more time to speak to you. As you can imagine, it is very busy in the mornings!

