



Handbook for Parents

A full Prospectus is available on our website
www.chapelstreet.luton.sch.uk

Contents

	Page
Headteacher's Welcome	3
School Values and Ethos	4
Our Nursery School	4
When are we open?	4
Little Ellies holiday playscheme	5
Admission – How to join our Nursery School	5
Inclusion	5
Our partnership with parents	5
Our Staff	6
Learning	6
A typical day in nursery	6
The Curriculum	6
Clothing and uniform	7
Working with parents	7
Moving on to big school	8
Healthy Eating	8
Policies and procedures	8



Welcome to Chapel Street Nursery School

We hope that you will enjoy your time being part of our Chapel Street Nursery School community and that this brochure will give you and your family information about our School and what we can offer you.

We are a Luton Borough Council maintained Nursery School, and we offer both Nursery School education during the normal school day as well as Childcare through our extended hours daycare and Little Ellies holiday playscheme. This means that we are open 45 weeks a year from 8am to 6pm.

We look forward to working with you to make your child's time in our Nursery School enjoyable and valuable. We value your comments and suggestions.

A board of Governors supports us in running the school. It consists of volunteer representatives from parents, staff, the Local Authority and members co-opted from the local community. The Governors ensure the effective management of the school and work in partnership with the Headteacher. We are often looking for new Governors, so once your child is settled with us, you may like to think about becoming one yourself.

Daryl Pritchard, Headteacher and Sarah Gilbert, Deputy Head.

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You can contact us at Chapel Street Nursery School, Russell Street, LUTON, Beds LU1 5EA
Tel 01582 413552
admin@chapelstreet.nurseryluton.com
www.chapelstreet.luton.sch.uk

Playing Together, Exploring Together, Learning Together

Values

- We are a fully inclusive setting and respect the child for who they are and where they come from.
- We value parents as the first educator of the child and develop strong links with our families.
- To ensure Chapel Street is a safe and healthy setting where our children enjoy coming.
- To ensure our staff are well trained and up to date with current research.

Ethos

- We endeavour to instil a lifelong desire to learn by providing high quality teaching.
- Strive for brilliance.
- We will start from where a child is in their development and their interests. Identify next steps to extend children's skills and help them reach their full potential and be confident and social young people.
- We know that children learn through exploring and we will provide opportunities for children to explore both indoors and outside.
- We foster independence in our children giving them freedom of choice; we encourage them to manage risk.
- We work towards being a valued part of our community providing services that meet the needs of our families.



Our Nursery School

We offer funded (free) and paid-for places:

FUNDED

Funded places of 15 hours per week are available for all children from the term after their 3rd birthday and for some children from the term after their 2nd birthday.

Parents have to complete an application form to qualify for funded places for 2 year olds and online to qualify for 15-30 hours funded places.

These funded places must be taken Monday to Friday 9-12pm or 1-4pm during term time.

PAID

Paid places are available for any 2 year olds who don't qualify for a free place. These are available Monday to Friday 8-6pm for 46 weeks of the year.

We also offer wraparound care to all children who need childcare outside of their free sessions.

When are we open?

School term dates are given out at the beginning of the year in September and are available from reception.

- Nursery is open term time for 38 weeks a year, Monday to Friday 8-6pm, including wraparound care.
- Little Ellies holiday playscheme is open for a further 7 weeks for those who need childcare outside of term time, Monday to Friday 8-6pm.
- Daycare for 2 year olds is available for 45 weeks a year, Monday to Friday 8-6pm, It is closed for 3 weeks during summer, 2 weeks at Christmas, and 1 week at Easter as well as 2 staff training days and all bank holidays.



Little Ellies Holiday Playscheme

Little Ellies is our out of school hours club. It takes children from 3 up to the age of 8 in most of the holidays. The emphasis is on providing an interesting session with a variety of fun activities for the children to enjoy.

The idea behind the scheme is to allow working parents or those at college or university to leave their children with us first thing in the morning and know they are being cared for until 6pm every evening. Places need to be booked in advance so we can make sure we have enough staff to cover the legal requirements. We will not turn any child away as long as we have enough staff, so it may be worth asking if you need a place quickly.

The scheme is organised and run by members of the nursery staff, which means that children know them and are happy to be left with them. The staff are all qualified and have experience of working with pre-school children. We often have ex-pupils attending our holiday playscheme.

Admission – How to join our nursery school

Contact us to add your child's name to our waiting list. When a place is available, we will let you know.

When you have accepted a place

Before your child starts, staff members including your key worker will usually visit you at home to complete our various forms:

- Registration form. This gives us information about your child.
- Termly Funding form for children over 3.
- Early Years Pupil Premium form for children over 3.
- Consent to share information. This can only be completed by a person with parental responsibility:

ALL information is in confidence. If we feel we need to pass information on to other agencies we will discuss it with you first, unless we consider it to be an emergency.

Inclusion



All the Nursery Schools in Luton receive extra funding to support the inclusion of children with severe and complex special needs. This means that all staff are trained to meet the needs of children with a variety of needs. We strongly believe that all children should have a right to access good quality Nursery School education.

You may find that your child comes home telling you of a child who is in a wheelchair, communicates by signing rather than talking or is different in another way. We believe that all children are equal when playing and enjoying themselves.

Our Partnership with Parents

When your child starts here it will be the start of a new relationship with us. We recognise the important role that parents play in their child's educational development. You will complete a contract, which sets out the days and times that your child attends together with the cost, if any, as well as our terms and conditions.



Here at Chapel Street Nursery School the safety and security of pupils, staff and visitors is our main priority. We will not tolerate violent or abusive behaviour. Anyone behaving in this way will be removed from the site and prosecuted.

Arrival: Upon arrival, i.e. before 9.15am or 1.15pm, the parent/carer is responsible for handing the child over to a member of staff. **Please bring your child in on time as group time begins 15 minutes after the start of each session. If you arrive any later than 9.15am or 1.15pm you will be asked to wait in reception until 9.45am or 1.45pm rather than disrupt group time.**

Collection: When your child starts at our nursery, we ask you to give us a password for safeguarding purposes. This is to ensure that only people who know the password are allowed to take the child off the premises. Please arrive on time to collect your child. If you are going to be late, please phone and let us know, so we can reassure and comfort them-children hate being the last one here.

Our Staff

Our teaching staff are a mixture of Teachers, Early Years Educators, Assistants and Workers. We also employ apprentices who are supported in obtaining a child care qualification. A high percentage of staff are first aid qualified, and we make sure each unit has at least one qualified First aider on duty at all times.

All staff are police checked and the Nursery is registered with Ofsted. Every staff member should be wearing a name badge so you can tell who you are talking to and what their role in the school is. We also give badges to visitors for security reasons.

Each child who attends our Nursery School will be allocated a key person. This adult will be in charge of keeping records on their group of children. You will be told who your child's key person is when they start.



Family Worker

Our Nursery family worker, Sarah, is available from 9.30am to 2.30pm. She can help you deal with all sorts of issues such as parenting, working family tax credits, budgeting, healthy eating, issues of children's behaviour, bereavement, domestic violence, loss, depression, etc, and can offer support and information. We also have access to a variety of health care professionals who can give advice and support.

Learning



Our Classes – Ladybirds, Fireflies, Butterflies, Grasshoppers, Honeybees and Dragonflies

All our classes are family grouped so there is a mixture of 2, 3 and 4 year olds in each class. Family grouping lets the older children help care for the younger ones, encouraging them to be caring and responsible. The younger ones get to see the older ones as role models and learn from them.

At Chapel Street we teach the children the British values of:

1. Democracy – by teaching them to take turns
2. The rule of the law – by teaching them about good and bad choices
3. Individual liberty – by giving the children choices about the activities they may like to do
4. Mutual respect and tolerance of those with different faiths and beliefs – by celebrating different festivals.

A Typical Day in Nursery

Time	Activity
8-9am	Breakfast club
9am	Rooms open and children arrive
9.10am	Registration followed by story group time; children split into language-rich story groups, dialogic reading groups and children with additional needs are involved in an attention group
9.45am	Snack is served and the garden is prepared to be open. During this free flow time, the focus activity and next steps are done. Children are encouraged to tidy up at 11.20am
11.30am	Children go back to their base rooms for registration and group times. Children are split into nurture groups, key worker groups or a letters and sounds/phonics group.
12 noon	Children go home or go to lunch
12-1pm	Lunch time
1pm	Rooms open and children arrive
1.10pm	Registration followed by story group time; children split into language-rich story groups, dialogic reading groups and children with additional needs are involved in an attention group
1.45pm	Snack is served and the garden is prepared to be open. During this free flow time, the focus activity and next steps are done. Children are encouraged to tidy up at 3.20pm
3.30pm	Children go back to their base rooms for registration and group times. Children are split into nurture groups, key worker groups or a letters and sounds/phonics group.
4pm	Children go home or go for tea in the After School Club
4-6pm	After School Club



The Curriculum

We follow the Early Years Foundation Stage Curriculum in all units. This covers the curriculum for Under threes which is Communication and Language, Physical Development and Personal, Social and Emotional development. Once children reach three years old, we add Mathematics, Literacy, Understanding of the World, and Expressive arts and design. Our curriculum is play based and the children learn through play.



The Early Years Foundation Stage curriculum:

Communication and Language - We will help your child talk, share books with them, learn new words and their meanings, share conversations, learn to recognise and maybe write their name, and so on.

Physical development- We all want our children to be fit and healthy, and we have the time, space and equipment to allow children to “let off steam”, run around and have fun.

Social and Emotional development- Once children have settled in to Nursery, they need to learn to share and to take turns, to care for themselves and for each other. They need to know what behaviours are acceptable and which ones are not.

Maths - Jigsaw puzzles, learning number rhymes and songs, matching the number of chairs to the number of people, playing counting games, all help children learn to count, reason and solve problems.

Literacy - The children love making up their own stories which we sometimes make into books with photos and words. We start phonic work and reading skills with children who are ready for it.

Understanding of the World - This covers areas like Science, Geography, History and Information Technology.

Expressive arts and design -This covers art activities such as painting, drawing and colouring, but also drama, music and learning songs and rhymes.



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Planning

All the activities that are done with the children are very carefully planned and reviewed daily, as well as termly and annually.

ICT

ICT plays a part in our curriculum. We are fortunate to have a good supply of smart boards and Ipads and some good programs to use with the children. They are usually cross-curricular and link in with the Early Years Foundation Stage curriculum.

Homework – Talk time

Every week your child will bring home a sheet that is linked to what they have been doing at school. It will have a task for them to do at home and we talk about it when they return to school

Profiles

The children’s records are kept as ‘profiles’ which is a file of observations, photos, drawings and comments collected by each child’s key person. They are kept in the classroom.

Clothing and Uniform

Please send your children in clothes and shoes that are easy to take on and off (for the toilet or for dressing-up), and that you don’t mind getting paint, clay and dough on. We sell school sweatshirts and T-shirts as well as school book bags, which you can buy at the school office.

Clothes should be named to save them getting lost. We ask that parents sent their children to nursery school in the appropriate clothing for the time of year. We do have a supply of nursery clothes to borrow if your child gets wet or paint-covered. Please return them to us as soon as possible after using them, so others can use them too.



Jewellery

It is best that your child doesn’t wear jewellery to school as it may get caught or pulled.

Working with Parents

Throughout our Nursery School, we like to work in partnership with parents. You are the experts on your child, and have been educating them since the day they were born. We want to work with you to provide the best possible outcomes for your child.

We are very keen to have parents, grandparents or other family members in to provide support in the nursery, on a one off basis or weekly. This might be to read books, sew, garden or talk about something to do with our topic. We never leave unqualified people or those without a DBS check alone with the children.



Once a week we invite parents to come to nursery at 9am and 1pm and share in the activities with their child for half an hour. The sessions are planned to encourage lots of interaction and talking between parents and children.

Five to Thrive

This approach is based on sound research into brain development. As it says there are five blocks to the approach and each one helps children to develop a healthy brain.

1. **Respond** to the child, giving them your full attention.
2. **Cuddle** the child; this can be as simple as holding their hand or giving them a gentle pat.
3. **Relax** with your child, spending some quiet time, perhaps sharing a book together.
4. **Play** with the child, this is not necessarily having toys it is about sharing an experience with your child. Singing 'Row, Row Your Boat' with the actions.
5. **Talk** with your child. Sharing in a conversation taking turns to say something.



Parents' consultation weeks are held termly for all families, when you are welcome to come and talk to your child's key person about the progress your child is making with us.

Evaluation

Once a year we send out a 'satisfaction survey' to parents, to give an opportunity for them to tell us how they feel about our services and any improvements that could be made. We value your responses and act on your comments wherever possible.

End of term celebrations

Parents are invited to end of term celebrations before the Christmas and Easter breaks. We send home end of year reports and in the July when they leave us, the leaving report is also sent on to the children's new primary schools. Before they leave us we have graduation celebrations for parents to attend, where the children are presented with a certificate and they dress up in gowns.

Moving on to 'big' school

When your child is about to move to Primary or Infant school, we will liaise with their new school and teachers to make their transfer as smooth as possible.



Healthy Eating

Throughout the Nursery School we promote healthy eating. Our menus are checked and our chef makes sure we provide healthy options for the children of all ages.

We encourage all the children in making healthy decisions about what to eat. The children have access to activities where they are able to practise skills like spreading, cutting and pouring, where all the choices are healthy. We might have fruit, breadsticks, pitta bread, houmous, vegetables or dried cereals. Water is always available to drink. As the children are under five, we receive a free carton of milk for them every day.

Policies and Procedures

They are available from the Headteacher and the main ones are also on our website.



Child Protection and Safeguarding Procedure

It is our practice to oversee the safety of our children. We have a legal obligation to report any concerns we may have to the appropriate authority. We have a Child Protection and Safeguarding policy which may be seen on request.

Compliments or Complaints Procedure is available on the school website www.chapelstreet.luton.sch.uk

At Chapel St. Nursery School, we like to be told about how we are doing, whether well or badly. If you have a concern or complaint we always try to deal with it helpfully and reasonably. If we need to, we try to put things right as quickly as possible. If you have a concern or complaint you need to take it up with the school itself in the first instance.