



Edith Cadbury Nursery School, Somerford Road,

Weoley Castle, Birmingham, B29 5LB

Telephone/fax: 0121 475 3098

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Website: www.edithcadbury.bham.sch.uk

Welcome to Edith Cadbury Nursery School, which was built in 1939 by the late George Cadbury in memory of his wife, Edith, who was a pioneer of the Nursery School movement. The Nursery became fully maintained by the LEA on 1st September 2014.

The school offers places to children the term after their 3rd birthday, and from 1st September 2015 we now offer places to *eligible two year olds the term after their 2nd birthday, both subject to availability.

***see later section on 2 year olds**

Our main teaching and learning areas are:

Green Room, offering mark making, maths activities, construction, role play, painting, collage, play dough and access to the outdoor classroom;

Red Room, the two year old base room where free choice play is offered which includes painting, playdough, sand, water, role play, construction and mark making.

Yellow Room, also called “The Mary Breeze Library”, which is used for a range of activities such as story and listening sessions, some music sessions and smaller, more focused group work, and the outdoor classroom in our extensive grounds which are used throughout the day.

The nursery building and grounds operates a ‘No Smoking’ policy in line with Birmingham City Council policy.

Mission Statement

We will provide high quality education and care in a happy and safe environment. We will give every child the support to achieve their potential through a curriculum which encourages children to be confident, independent and motivated.

Our Aims

- To provide a happy, stimulating, safe and secure environment where all children of whatever sex, race, ability, cultural background or religion are valued, respected and listened to.
- For each child to experience a broad, balanced and relevant curriculum with opportunities for both 'structured' and 'free' play, where children are encouraged to be confident, independent and motivated learners.
- To promote and strengthen the bonds between home, school and the wider community. We acknowledge and respect that parents and carers are the children's first teachers and we work closely with them so we can share our knowledge of the children.

Our Nursery Rules

We encourage all children, staff, parents and visitors at Edith Cadbury Nursery

School to follow our 4 basic rules:

- 1 To walk around Nursery
- 2 To be kind to yourself and to others
- 3 To say “please” and “thank you” when appropriate
- 4 To be good listeners

OUR STAFF

Headteacher:	Mrs Sarah Vernon
Finance and Admin Assistant:	Mrs Lorraine Keen (M, T, W, Th, F)
Teacher:	Miss Rachel Harvey (W, Th, F)
Green Group (M, T, W, Th, F)	Miss Rachel Harvey
Yellow Group (Wpm, Thu, F)	Mrs Sue Charlton (W.Thu, F)
Red Group (M, T, W am)	Mrs Elaine Davies (M.T.W)
Blue Group (M, T, W, Th, F)	Mrs Emma Cox
Two Year Old Group	Mrs S Nicholls, Mrs Bonnie Lee Mrs Ruth Thorne and Miss Michelle Prince (M, T, W, Thu, Fri mornings)
SEN Support Worker:	Ms Jean Burke
Caretaker	Mr Steve Hawkes
Cleaners:	Ms Lisa Fitzpatrick Ms Emma McNamara
Catering Assistant:	Mrs Beryl Cragg
Lunchtime Supervisors:	Mrs Lizzie Phillips Mrs Denise Reynolds Mrs Paula Shaw
Out of School Club:	Ms Jean Burke (Manager) Mrs Ruth Thorne (Play worker) Mrs Bonnie Lee (Play worker)

SAFER RECRUITMENT

We follow safer recruitment procedures and all staff that come into contact with children undergo a series of checks, including an enhanced Criminal Records Bureau check, to ensure that they are suitable for the post.

GOVERNING BODY

We have an active and committed Governing Body. They meet frequently to discuss management of the school and its needs. Parent representatives are invited to join the Governing Body for the year.

Chair	Mrs Sally Bateman
Vice Chair:	Ms Nicola Smith
Clerk:	Mr Danyll Beddow
Governors:	Ms Donna Belk
	Mrs Angela Morah
	Mrs Sue Nicholls (Staff Governor)
	Miss Michelle Smith
	Mrs Sue Stockley
	Mrs Sarah Vernon (Headteacher)
	Mrs Barbara Williams

ADMISSIONS – 3 AND 4 YEAR OLDS

Fifteen hour places

All three and four year old children are entitled to a free 15 hour place.

At Edith Cadbury Nursery School the 15 hours are offered as a 2.5 day place – either Monday, Tuesday and Wednesday morning OR Wednesday afternoon, Thursday and Friday.

Full time places

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or£112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

For more information and to see if you are eligible please see www.childrecarechoices.gov.uk

We accept applications for a nursery place after the child's 2nd birthday. We ask you to call into Nursery during any morning to register your application. Please bring with you your child's Birth Certificate or medical card and one proof of address. We welcome the opportunity to meet you, answer any questions you may have and show you around the Nursery.

Children are admitted in the term following their 3rd birthday, subject to availability.

Termly admissions

After the initial September intake, places will be offered on a first come, first served basis i.e. according to date of registration.

Timing of allocation of places

Places are allocated for each term on using the following timings:

Autumn term – places allocated in the preceding March/April

Spring term – places allocated in preceding October

Summer term – places allocated in preceding February

On admission, children are allocated a colour group and a particular 'key worker' who remains responsible for the child and their record keeping for the year. Your child will, however, work with all the teaching staff during the nursery day.

2 YEAR OLDS

We are now admitting eligible two year olds. Children can start in the term following their 2nd birthday. In addition such two year old children must meet the criteria set out below:

2 YEAR OLDS

Criteria for allocation two year old places

The family is accessing one of the following benefits:

- | | | | |
|--|--------------------------|---|--------------------------|
| Income support | <input type="checkbox"/> | The child has a Child Protection Plan | <input type="checkbox"/> |
| Income-based Jobseekers Allowance | <input type="checkbox"/> | The child has an Early Support Plan | <input type="checkbox"/> |
| Child Tax Credit/Working Tax Credit if household income is less than £16,190 before benefits | <input type="checkbox"/> | The family has a Family CAF | <input type="checkbox"/> |
| Disability Living Allowance | <input type="checkbox"/> | The child is looked after by Birmingham City Council | <input type="checkbox"/> |
| National Asylum Seekers Support | <input type="checkbox"/> | The child has been adopted after being in the care of Birmingham City Council | <input type="checkbox"/> |
| Guaranteed element of State Pension | <input type="checkbox"/> | Child with diagnosed disabilities who has a statement of Educational Need | <input type="checkbox"/> |
| Employment and Support Allowance | <input type="checkbox"/> | Child in receipt of disability benefit | <input type="checkbox"/> |

Child has significant difficulties affecting their learning in at least one of the following areas:

- Language and Communication
- Play and Learning
- Physical Development
- Social Development or Behavior

SETTLING YOUR CHILD

You will be given a date for your child to start nursery on Induction Day.

You will be given a time to bring your child to nursery on their first day. You will be expected to stay with them on that first day to provide stability while your child explores the activities. At some time during the session you may be asked to leave your child for 15 minutes or so whilst you have a cup of tea or coffee. During this time, if your child gets upset you will be asked to return to the classroom and take your child home. If your child seems happy and content, they will stay until the end of the session.

On the second session, we ask you to stay within or close to the Nursery whilst your child explores and participates in activities or you may be able to leave the Nursery once you have confirmed an emergency contact number should we need you to return to Nursery immediately.

The next stage is totally dependent on your child. If your child is confident leaving you and participating in activities, you may leave your child. If not, we ask you to stay within or close to the nursery. As your child's confidence at nursery increases, we will extend his/her session time. We will discuss session times with you on a daily basis during the settling process.

Pull Ups

This guidance applies to three year olds: if your child still wears nappies or pull ups every day we will work with you during their settling in period to teach your child to use the toilet. This may mean that they will not be able to attend a full day until they are able to use the toilet in nursery. This does not include children with a developmental delay who will achieve independence in their toileting later than their peer group.

OUR CURRICULUM

Our School is a purposeful and happy place of learning where we focus on your child's needs and developing positive attitudes towards learning. We plan for children's experiences on a daily and weekly basis through a wide range of structured and free play activities.

We provide opportunities for exploration, discovery, involved play and most importantly talking, listening and sharing ideas. Independent learning and care and respect for themselves and others are encouraged.

We use the Early Years Foundation Stage framework, which is organised into seven areas of learning and development and is delivered using the 'Development Matters' Statements and 'Early Learning Goals'. The seven areas are:

Prime Areas

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas

- Literacy
- Understanding the World
- Mathematics
- Expressive Arts and Design

The nursery has computers equipped with a wide range of software, programmable toys and interactive whiteboards to support and enhance the curriculum.

A summary of nursery activities is sent home to parents in our newsletters.

RECORDING PROGRESS

We use the information supplied during parent/carer feedback both formal and informal, information from other agencies already involved with the child, eg, Health Visitors, Speech Therapists and Specialist Support Services as a starting point for recording each child's strengths and abilities.

Staff make an assessment using the Development Matters statements in the Early Years Foundation Stage on entry and use this together with observations and examples of children's work to build a profile of each child. We also complete a Special Educational Needs audit each term so we know the areas of the curriculum that we need to target in order to raise standards and the individual children we need to support on a more personal level.

SUPPORTING CHILDREN WITH SPECIAL NEEDS

At Edith Cadbury Nursery School we aim to provide a curriculum that meets the needs of individual children.

If your child has a developmental problem, a medical condition or needs supporting with their speech, hearing or behaviour, then we will work with you and external agencies to ensure your child's needs are met. The Headteacher is the SENCO (Special Educational Needs Co-Ordinator).

GIFTED AND TALENTED CHILDREN

'Gifted and talented' children have one or more abilities developed to a level significantly ahead of their year. 'Gifted' learners are those who have abilities in one or more academic subjects, such as Maths and English and 'talented' learners are those who have particular abilities in areas such as sport, music and art. They come from all socioeconomic, cultural and linguistic backgrounds.

IDENTIFYING GIFTED AND TALENTED CHILDREN

If you think your child is gifted or talented, you should first discuss this with your child's key worker. You may wish to share examples of your child's particular interests shown at home, eg, drawing, paintings, number skills, writing or sporting achievements.

We use a range of methods, including staff observations, regular interactions with your child and a range of assessments including mapping their performance to the 'Development Matters' and 'Early Learning Goals' in the Early Years Foundation Stage framework. Staff will meet to discuss the provision of appropriate support to extend and develop your child's learning on a regular basis.

OUR SCHOOL DAY

The core school day runs from 8.50am to 2.50pm. All children are entitled to 15 hours of free education. Some children who meet the fulltime criteria on the registration form may be funded for an additional 10 hours per week, subject to approval from the City Council.

Places available are:

Three and four year olds:

2½ day place - Monday, Tuesday and Wednesday morning, or, Wednesday afternoon, Thursday and Friday

Subject to availability, there is an opportunity to 'top-up' (currently £6.00 per hour).

Eligible two year olds:

Five morning place – Every weekday morning from 08:50am-11:50am

ATTENDANCE

Edith Cadbury Nursery School is committed to the continual improvements of attendance standards as a direct stimulus to raising children's achievement.

We expect your child to attend Nursery every agreed session and we monitor their attendance. If your child is ill, please let us know before 9.30 a.m. Likewise, if your child is going to be late, please let us know before 9.30 a.m. Please let us know by letter if you intend to take your child on holiday as we have to keep a record of this type of absence.

As part of our attendance policy we directly contact parents or carers when we have not been given a reason for a child being absent.

Our telephone and fax number is 0121 475 3098.

CLOTHING

Nursery is a messy place. We paint, glue, play in water and explore outside in the grass and mud. Please make sure your child is wearing suitable clothing with his/her name marked inside. If they are wearing trousers they should be easy to undo by your child. Sometimes children find belts or buttons difficult and generally find elasticated waists easier to manage.

SCHOOL UNIFORM

We have an optional school uniform consisting of an Edith Cadbury sweatshirt or cardigan and/or polo shirt.

School uniform with the Edith Cadbury embroidered logo can be ordered directly from the Tesco school uniform website: www.tesco.com/ues

It is vital that you label all items of your children's clothing with their name, including coats, hats and gloves, and sweatshirts.

We would appreciate it if you could send your child to nursery in sensible footwear. Shoes with heels or open toed footwear can be dangerous and are not encouraged.

HEALTHY EATING ENVIRONMENT

Children are taught the importance and the benefits of healthy eating and the benefits of regular exercise. We believe that promoting physical activity levels can help to increase children's health.

All 3 and 4 year old children are served a cooked meal at 11.45am each full day they attend (for part time children this will be 2 days per week). School meals are cooked by Robinson's Catering Ltd. We work closely with them to ensure that the children have healthy, balanced meals. All the children and staff have lunch together. Lunchtime is an important part of our school day and provides opportunities for talking, listening and helping each other. All children are encouraged to use a knife, fork and spoon. Vegetarian and other special diets are catered for. If your child requires a special diet for medical reasons, please ask for a Dietary Request Form. This will need to be signed by your doctor and returned to us.

Children are offered free milk every day and are able to access cold water at any time via the water cooler in Red room. They also have water with their lunch and whenever necessary, eg, if it is hot outdoors we offer water at other times.

Edith Cadbury Nursery School

Three Week Menu

Week 1

Monday	Tuesday	Wednesday	Thursday	Friday
Mince beef bolognaise with pasta twists <i>(vegetarian bolognaise)</i> Muller Little Stars (strawberry, peach & raspberry)	Chicken in gravy, boiled potatoes, peas and sweetcorn (vegetarian soya strips in gluten free gravy – veg as above) Sultana sponge and custard	Mixed white fish cakes, <i>(Wholesome roasted vegetable pie)</i> new potatoes, peas, mixed veg and cheese sauce or gravy Strawberry or raspberry jelly with fruit cocktail	Sweet and sour chicken <i>(vegetable sweet and sour)</i> , long grain rice Chocolate ice-cream with wafers	Roast turkey in gravy (<i>soya strips in gravy</i>), <i>mashed potatoes, green beans and carrots.</i> <i>Carrot Cake and custard</i>

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
Chilli Con Carne served with rice (vegetarian three bean chilli) Strawberry mousse with wafers	Sausage and Lentil Casserole (vegetarian, Vegetable sausage casserole), carrots, sweetcorn, boiled potatoes. Peaches & pineapple slices with custard	Jacket potato, beans and cheese Chocolate sponge with custard	Salmon & Sweet Potato fish cake with tomato & chilli sauce (vegetarian Ratatouille) with potatoes, green beans and carrots Yoghurts	Sri Lankan Turkey Curry, (vegetarian Vegetable Sri Lankan Curry) with White Fluffy Rice Jelly and ice cream.

Week 3

Monday	Tuesday	Wednesday	Thursday	Friday
Moroccan Chicken Tagine <i>(vegetable tagine) with white rice</i> Homemade Mini Blueberry Muffins and Custard	Jacket potatoes, salad and beans. Bananas with custard.	Cottage pie <i>(Quorn cottage pie)</i> peas and carrots. Yoghurts	Sausage in Gravy <i>(vegetarian sausage)</i> with boiled potatoes, green beans and mixed veg. Homemade Chocolate Brownie & custard	White Cod Fish Cake with a white sauce <i>(Vegetarian Soya strips in gluten free gravy)</i> with new potatoes, sweetcorn and peas. Jelly and Ice- cream

FREE SCHOOL MEAL ENTITLEMENT/COST OF MEALS

The cost for meals is currently £1.80 per day and payment for the whole week should be brought in on your child's first session of the week. **Please bring the correct amount in a named envelope** together with your school fund contribution of £1.00 (£2 per week for 2 year olds). Any cheques should be made payable to Edith Cadbury Nursery School.

Many people prefer to pay dinner money half termly or termly which can be paid directly into our bank account. Please see Lorraine Keen, our Administration Assistant, for the amount payable and for our bank account details.

Please note that dinners are ordered from our catering company each Wednesday for the following week. **If your child has a planned absence from Nursery due to holiday for example, and we have not been informed by the Wednesday before, you will still be required to pay for the meals that will have been ordered for your child. Dinner money is also payable in cases of sickness absence as we will have to pay the caterers for your child's meal.**

Free school meals are provided for children of parents or guardians receiving one of the following support payments:

- 1 Income Support
- 2 Income Based Job Seekers Allowance
- 3 An income-related Employment and Support Allowance (ESA ir).
- 4 Support under part VI of the Immigration and Asylum Act 1999
- 5 Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that, as of 6 April 2013, does not exceed £16,190.
- 6 Guarantee element of State Pension Credit.

If you are claiming for free school meals, you will need to complete the application form which has been provided in your admission pack.

To support your claim and to enable us to grant you free meals, you need to provide proof of your entitlement by providing one of the following with your completed application form:

- 1 Your income support book or documentation showing full details of your claim.
- 2 Documentation showing details of your claim for Income Based Job Seekers Allowance.
- 3 Your Tax Credit Award Notice (TC602). These are documents that are issued by the Inland Revenue when tax credits were awarded.
- 4 Your Pension Credit M1000 Award Notice if you are claiming under the guarantee element of State Pension Credit.

EARLY YEARS PUPIL PREMIUM

From April 2015, nurseries, schools, childminders and other childcare providers are be able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.

The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who have been in care or adopted from care. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

We can use the extra funding in any way we choose to improve the quality of the early year's education that we provide for your child. This could include for example additional training for our staff on early language, investing in partnership

working with our colleagues in the area to further our expertise or supporting our staff in working on specialized areas such as speech and language.

You may be aware if you have older children that a pupil premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

Therefore we ask that ALL PARENTS fill in the early years pupil premium form when their child is admitted to the nursery. This will allow us to claim the additional Early Years Pupil Premium.

COLLECTING CHILDREN

The safety of your child is of paramount importance. We require notification in advance if any adult other than ones nominated by you are to collect your child. **No other person will be allowed to collect your child unless we have been notified by you.**

SAFETY

We are very fortunate to have a wonderful outdoor area for the children to develop skills such as running, jumping, balancing and climbing.

Our children love using this play area and do so during the school day under staff supervision. There is always a ratio of at least 1 adult to 13 3 and 4 year old children and 1 adult to 4 2 year old children outside.

BUMPS AND GRAZES

Minor bumps and grazes will be dealt with in nursery and your child will be observed for any adverse reaction. Staff will use their discretion in deciding if the incident merits being recorded in the Accident Book. If it is recorded, you will be asked to read the log and sign it.

You will be always be notified if your child has a head bump.

We have qualified first aiders on the staff.

SECURITY

Children and parents enter nursery through the 'Red Room' entrance (or the front door if the Red Room entrance is not being used) between 8.50am and 9.00am and 2.50pm and 3.00pm. A member of staff, usually the Headteacher will be there to meet and greet parents. The front entrance should be used at any other time. This door is locked at all times and you will need to ring the bell in order to be admitted.

All visitors have to sign a visitor's book detailing their name, organization and arrival and departure times and be escorted around the building.

ASTHMA

Inhalers for asthma may be brought into school in a labelled bag and given to your child's teacher with specific instructions for use. This will be monitored on a written record. You will also be asked to sign an Asthma Consent form.

Please ensure that you can leave the inhaler at nursery and that all medication is up to date.

MEDICINES

Medicines must not be sent to school. If your doctor has prescribed medicines or antibiotics, we recommend that you keep your child at home as staff only administer medicines to children with long term medical difficulties, eg, children with severe allergies requiring Piriton or an Epipen. Staff will ask for signed

permission from you to administer these medicines and will log if and when it has been given.

SICKNESS

If your child is unwell, s/he may still ask to attend nursery. Please do not assume that because s/he wishes to attend, s/he is well enough to do so. A sick child is very likely to infect other children and may also require more sleep and attention than can be given by busy staff. This particularly applies to sickness and diarrhoea where children should be kept at home for at least **48 hours** after the symptoms have cleared, and also to severe coughs and other highly infectious ailments such as impetigo and conjunctivitis.

If in doubt, please ring nursery **before** bringing your child, as this is less distressing for the child than being refused admission on arrival. A booklet covering childhood ailments is available in the office and includes recommended exclusion times.

If your child is unable to attend nursery due to illness or other circumstances, a phone call between 8.30am and 9.30am would be appreciated. All absences, unless notified, will be followed up by us on the second day.

If your child is unwell or has an accident whilst at nursery, we will contact you as quickly as possible. For this reason, please ensure that all emergency contact phone numbers are kept up to date. It is hoped that all working parents or parents at college, etc, will have a contingency plan whereby they have someone to look after or collect a child if they are unwell or have an accident. If we are unable to contact you in an emergency, the Headteacher will use her discretion and may call the child's doctor, Health Visitor or hospital if this is thought necessary.

SUNNY DAYS / HOT WEATHER

Please ensure that in hot weather, your child comes to Nursery with a sun hat each day. They will also need sun protection (of at least factor 15) which should be applied in the morning before they come into Nursery. It is also a good idea for them to wear a top that covers the shoulders.

BEHAVIOUR

We believe in providing positive role models and encourage children to play well together and be responsible and respectful to others in a calm and supportive environment.

Good behaviour is dealt with in the following way:

- We recognise and reward good behaviour by using verbal praise, eg, “that was kind/helpful”.
- Sometimes we ask the child to choose something they would particularly like to play with.
- Examples of good behaviour, kindness and thoughtful behaviour are shared with the Headteacher and parent/carer.

Unacceptable behaviour is dealt with in the following way:

- Talking to the child in a quiet but firm voice is usually enough.
- Sometimes, the child will be asked to move away from the situation and work alongside an adult. Once the child is calm they will be asked if they are ready to return to the activity. If they do so, they are reminded that any repetition of the incident will be dealt with in exactly the same way.
- If the child is very agitated and his/her safety and the safety of others within the setting is a concern, then the child will be taken away from the classroom environment to calm down and then discuss the behaviour that has occurred.

Staff talk to the child at all stages and do expect the child to apologise when appropriate. Through talk, staff try to help the child realize what has gone wrong.

- If the child needs 'time out', it will take the form of one minute for each year of their age, ie, a 3 year old will receive a 3 minute time out and a 4 year old will receive 4 minutes. At no time will your child be left alone. Once calm they may return to the activity.
- If you are concerned about your child's behaviour, please talk to your child's key worker. If we do have any concerns, we will inform you as soon as possible.
- In extreme circumstances, it may be necessary to use a minimum amount of force for the shortest period of time to control a child and to protect them from injuring themselves and others. Our behavior policy includes procedures for positive handling of children in such circumstances.

PHYSICAL CONTACT POLICY

There are times during the day when we have physical contact with your child. If a child is distressed or upset, staff will give reassurance and will comfort your child, avoiding one-to-one contact in isolated places. If you have any concerns about this, please do come and see Mrs Vernon in confidence.

If a child needs to be changed for any reason, we will inform another member of staff and will help your child to change. This will be recorded. Please return all nursery clothes after they have been washed as soon as possible. We are always short of changes of clothes and welcome any outgrown items, particularly underwear and socks, which we can use.

CHILD PROTECTION

The safety and well being of the children in our care is our prime concern. All reasonable steps are taken to guard against employing people who might harm children. Safeguarding children is our priority and incorporating safeguarding measures in our recruitment process is an essential part of that.

We are obliged to follow recommended procedures for reporting suspected child abuse. This may involve consulting outside agencies as a legal responsibility before we consult parents.

Mrs Sarah Vernon, our Headteacher, is the Designated Senior Lead for Child Protection. In her absence, Miss Rachel Harvey, assumes this responsibility if you are concerned about a child.

If you are unhappy about the conduct of a member of staff or student, you should report it immediately to the Headteacher or to Mrs Sally Bateman, who is the Chair of the Governing body in her absence. If your complaint/allegation is about the Headteacher, you should report it to Mrs Sally Bateman.

At the beginning of the school year we ask parents to give written permission for staff to take photographs/videos of the children to be displayed in nursery. (If you are concerned about this, please speak to a member of staff in confidence if necessary.) We do not allow others to photograph or film children taking part in a Nursery activity without parental permission (or permission from the person with parental responsibility).

We do not allow images of children to be used on websites, publicity or press releases without express permission from the parent. If we do obtain such permission we do not identify individual children by name. The nursery cannot be

held accountable for photographs or video footage taken by parents or members of the public at nursery events.

CONFIDENTIALITY

Parents/carers are able to access information about their child e.g. the Development Matters Age Bands, Learning Journey books and records of SEN, but do not have access to information about any other child.

Staff will only discuss personal information given by parents/carers about a child with other members of staff when it affects the child's development or well-being.

Concerns or evidence relating to a child's safety are shared on a 'need to know' basis (see Safeguarding Policy) and are stored in the safe and can only be accessed with the permission of the HT.

MOBILE PHONES

We do not allow the use of mobile phones inside the nursery rooms by staff or parents. Please keep mobiles on silent in a bag or pocket when dropping off or collecting children.

STAFF SAFETY

We do not expect our staff to be subjected to any form of verbal abuse, threatened or assaulted in any way. Violence towards a member of staff, or other adults in the setting, will not be tolerated. We will have no hesitation in calling the Police and may pursue legal action (civil or criminal) if staff are injured or property is damaged.

JEWELLERY

We strongly advise that your child does not wear jewellery in nursery unless it is an item of religious significance. Children with pierced ears should only wear studs. No responsibility will be taken for the loss of jewellery or injury caused by jewellery.

CAR PARK

Please note that the car park is not for use by parents at any time. Space in the car park is very limited and therefore is restricted to staff use only. Please park with care in the roads around nursery.

EMERGENCY CLOSURE OF SCHOOL

In the event of severe weather conditions, please check the Nursery website or listen to BRMB or Radio WM to find out whether the nursery has had to close.

The information is also published on the websites of these radio stations and updated regularly. The addresses are:

www.edithcadbury.bham.sch.uk

www.brmb.co.uk

www.bbc.co.uk/wm

CHARGING POLICY AND REMISSIONS

Some of our educational visits are only possible with financial support from parents as we are not financed to provide them. We follow the Local Education Authority's policy of charging for visits and ask parents to contribute towards the cost of the trip. Contributions are made on a voluntary basis and no child will be excluded if

the visit goes ahead. Such visits can only take place, however, if there is enough financial support from parents.

We do not make a charge for equipment that the children use within nursery. However, we ask for a contribution towards the cost of replacing library books if they are lost or returned to school damaged. You will be informed when your child will start bringing a library book home each week.

Nursery top-up hours and the Out of School Club are run as a business and are not funded by the Local Authority. The Head teacher and office staff have to ensure that fees are paid promptly and in full as it is this money which pays salaries of staff and all other costs for these additional hours.

FUNDRAISING

There is an active parent and teacher association called “Friends of Edith Cadbury” which organizes at least two fund raising events each year – the Xmas Fayre and the Summer Fayre and BBQ. The money raised at these events goes towards buying extra equipment for children. We also raise funds for well-known charities such as “Children in Need”, “Sport Relief” and “Comic Relief”. Staff, parents and friends of the nursery give their time, expertise and money generously and we thank them for their support.

SCHOOL FUND

We also rely on a regular donation of £1 per week to school fund (£2 per week for two year olds). Money raised pays for a daily fruit snack, cooking ingredients and gardening materials for the children to use as well as their presents at Christmas, Easter and the end of the school year.

School Fund is collected with dinner money. It can be put in the same sealed envelope as dinner money.

TRANSITION – HOME/NURSERY/PLAYGROUP TO NURSERY SCHOOL

- On receipt of the slip accepting a place at Edith Cadbury Nursery School, links are established with playgroups, nurseries and other pre-school settings.
- The key workers visit children in the pre-nursery settings, where possible.
- Links are established with external agencies already supporting the child, eg, Health Training for any additional SEN or medical/religious needs that the new intake may have is identified.
- Prior to starting Edith Cadbury Nursery School, parents/carers are invited to bring their children for Induction Day Visits, where they are given a short welcome talk by the Headteacher, introduced to their child's key worker and also given a copy of the Nursery's Prospectus. Any queries can be answered at this time to help put parents/carers minds at ease. The children are allocated a colour group and introduced to their key worker.
- A home visit by your child's key worker will be arranged at a convenient time before your child starts nursery. The home visit is part of the important process of introducing you and your child to their key worker and helps the key worker to get to know and understand your child.
- Once the child has started nursery, parents/carers are welcome to remain within the nursery building, usually in the staff room, as their child settles into nursery life.
- Staff actively encourage the sharing of information with parents/carers on a daily basis to aid the transition process.

NURSERY SCHOOL TO RECEPTION – 3 AND 4 YEAR OLDS

You will be provided with a pack from the Education Authority called How to Start Your Child at School during the Autumn term. You will be required to complete and return a form to the authority stating your preferences for infant school. If you do not receive one, please inform us immediately.

As the children get ready to start primary school they need time to talk about any fears and anxieties they might have. Adults within the setting play a vital role in listening sensitively and helping the children prepare for this exciting and positive change.

- Staff from the feeder schools are invited into nursery to observe and discuss children who will be joining them in September.
- All the children are given the opportunity to visit their new school and are encouraged to do so.
- Nursery staff, where possible, accompany children on some of the 'transition' visits to their Reception class.
- A transition report which includes an overview of the Development Matters age-band in each of the learning areas is sent in paper form or electronically to the feeder schools in July to provide the continuous development in your child's education.

Your child's nursery profile containing photographs, examples of activities and evidence of your child's learning and progression, will be sent home at the end of the year for you to keep.

ENQUIRIES, COMPLIMENTS, COMMENTS AND COMPLAINTS

We hope that your time at Edith Cadbury Nursery School will be happy for you and your child. If you are pleased about something, or wish to pass on any positive comments we would love to hear them! (Any queries or concerns should be discussed with a member of staff or the Headteacher).

If you wish to make a formal complaint, please speak to a member of staff or the Headteacher. Formal complaints should be put in writing and given to the Headteacher who will log the complaint and send a copy to the Chair of Governors. The matter will be investigated and you will be notified in writing of the

outcome of the complaint. If you are still not satisfied, then you should write to the Chair of Governors detailing your concern. The Chair will then arrange for the Governing Body to meet to consider the complaint and will invite you to the meeting. They will then notify you and the Headteacher of the outcome of the meeting in writing within 7 days.

If you have a concern about any service for children and young people, or you wish to make a complaint to Ofsted, they can be contacted on 08456 014772.

EDITH Cadbury Nursery School

Daily Routine September 2015

Three and four year olds

Time	Activity
8.50	Doors open – free play in group areas
9.20	Registration – news, date, weather
9.30	Focus time in areas
10.00	Free flow in all areas
10.45	Tidy up /Green room /Red room
11.00 – 11.40	Outside
11.40	Prepare for dinner with staff and lunchtime supervisors
11.50	Dinner served by lunchtime supervisors
12.30	Outside play
1.10	Free flow / support groups
2.30	Story and plenary
2.50	Home time

Two Year Olds

Time	Activity
8.50	Doors open – welcome, self-registration, free choice activities
9.30	Songs, rhymes and stories on the carpet
9.45	Free play with focused activities
10.40	Fruit snack time
11.00	Free play outdoors
11.35	Songs, rhymes and stories
11.50	Home time