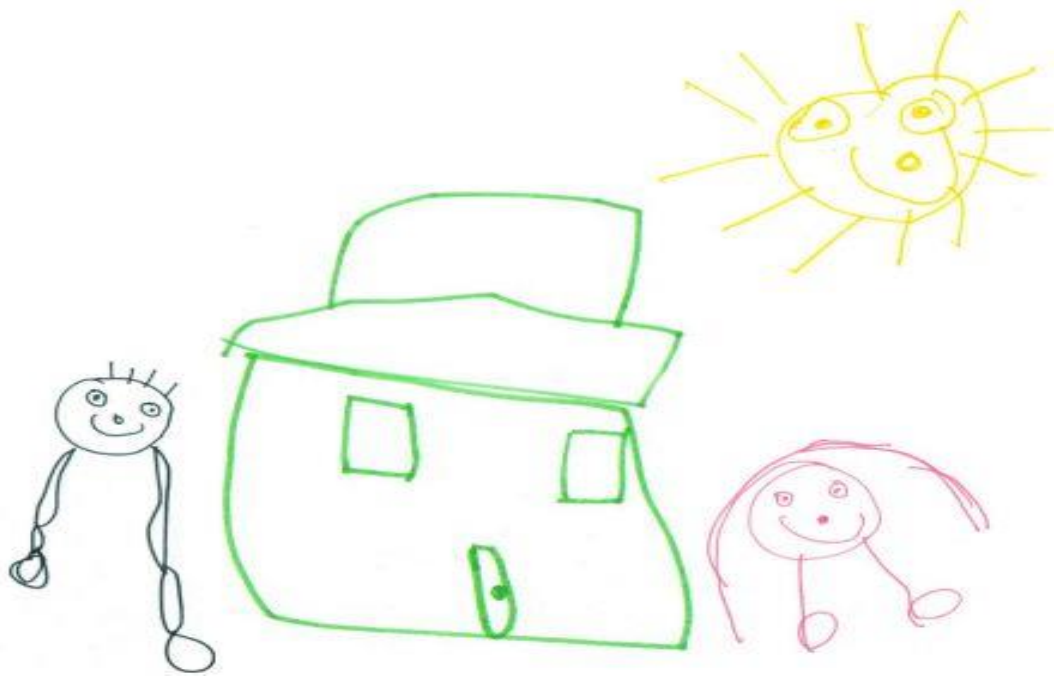


Hoyle Nursery School



Prospectus

Welcome

Hoyle Nursery School is the only Local Authority Maintained Nursery School in Bury and was established in 1975 to serve the local community.

As a Local Authority Nursery School we offer;

- Nursery Education Places - Term Time Only - 15 hours per week am or pm.
- Nursery Education Places - Term Time Only - 30 hours per week.
- 2 Year Funded Places - Term Time Only - 15 hours per week am or pm
- Before and After School places - Term Time Only 8.00am - 5.00pm.
- Top up hours to the 15 hour funded places.
- Resourced Provision for children with communication difficulties

Nursery Class Education - Term Time Only

Hoyle offers Nursery Education for 3 and 4 year olds. Your child is entitled to receive 15 hours free Nursery Education the school term after their 3rd birthday.

The Nursery Education session times are;

Morning session - 8.45 - 11.45am

Afternoon session - 12.15 - 3.15pm

Additional top up hours are charged at an extra cost of £4.50 per hour.

Eligible children can access 30 hours per week. Please ask for further information.

2 Year Funded Places - Term Time Only

Hoyle offers places for children aged 2-3 years who qualify for free funding. Your child would be entitled to receive 15 hours free Nursery provision the school term after their 2nd birthday.

The 2 Year Funded session times are;

Morning session - 9.00am - 12.00pm

Afternoon session - 12.30pm - 3.30pm

Additional top up hours are charged at an extra cost of £4.50 per hour.

Charged Nursery Sessions -

The Nursery offers payable sessions for children 2-3 years if the place does not qualify for 2 Year Funding. These Nursery sessions are available Term Time only within the hours of 9.00am-3.30pm with additional hours available on request.

Please see our Charging Policy and contact us to discuss your requirements.



Resourced Provision

Hoyle provides Local Authority Resourced Provision for children with Speech, Language and Communication Difficulties. There are 6 full time places available to children who meet the criteria within the Special Educational Needs and Disability Code of Practice. The expertise of the staff and quality of the provision enables fully inclusive learning, development and care for all children.

Governance

Hoyle Nursery School is governed by a School Governing Body. It is made up of key stakeholders including Parents, Staff, Community Representatives and Local Authority Representatives.

The Governing Body has a legal responsibility for the Nursery School. The Governors work with the Head Teacher to set the vision and strategic aims, and to monitor and evaluate performance.

We have a proactive Governing Body which is fully involved in all activities. If you are interested in finding out more about the School Governing Body at Hoyle please speak to the Head Teacher.

Ofsted

You will find the Nursery School Ofsted Report grading the school as 'OUTSTANDING' (September 2014) and the Early Years Provision Report graded as 'OUTSTANDING' (May 2015) displayed in the School or they can be viewed on the School and Ofsted Websites.



Equality of Opportunity

At Hoyle we actively promote equality of opportunity and anti-discriminatory practice. We value and promote all children's individual and diverse needs. We aim to provide a School which enables all children to have full access to the provision in order to progress and achieve their full potential regardless of race, faith, culture, gender, disability and Special Educational Need. We encourage our children and community to recognise and celebrate differences. Our provision is in line with the Single Equality Act 2010. The School's Policy and Equality Objectives are displayed in the School or can be viewed on the Website.

Special Educational Needs and Disability

Our School is fully accessible to children and adults with disabilities.

We work in partnership with parents to identify where individual support may be needed. If your child requires specific support we will work with you and other professionals to ensure your child's needs are met in line with the Special Educational Needs and Disability Code of Practice 2014, which informs the School's Policy and Procedures. The School's Policy and Special Educational Needs and Disability Report are displayed in School or can be viewed on the Website.



Attending Hoyle

Application

Please contact the School to discuss your requirements and request an Application Form. A member of staff will take you through the Admission Procedure, assist with the application details and arrange visits.

Settling

Before your child starts at Hoyle you will receive a Home Visit where you will have the opportunity to meet your child's Keyworker. They will answer any of your questions and gather important information about your child, such as interests, comforts and likes and dislikes which help make the transition as smooth as possible.

You will be invited for visits to the Nursery with your child and staff will discuss the settling procedure with you, which will give consideration to your Child's needs.

You will be required to give written consent and agreement to the School's Policies and Procedures prior to your Child starting with us.

Clothing and Footwear

We want your Child to have lots of fun at Nursery and become a confident and independent learner. We do lots of exploring and hands-on activities both indoors and outdoors and your Child may get messy and tired!

Your child will need to wear appropriate and manageable clothing and footwear. This includes coats, hats, gloves, sunhats and fully covered, secure footwear (sandals and flip flops will not be allowed for health and safety reasons).

Your child will have a Coat Peg, Pump Bag and Book Bag, so please ensure all items are labelled with your Child's name.

Your Child will not need to bring toys, money or valuables into Nursery.



Lending Library/Home-School Learning

As part of Home-School Learning your child will be able to borrow a book every week from our School Lending Library in order to promote the pleasure and enjoyment of stories, books and early reading skills. You will be informed of your Child's book changing day and in order to maintain our Library stock any lost or damaged books will be charged for.

You are also asked to support your Child with Home-School Learning Tasks which will be shared with Parents on a regular basis. We appreciate your commitment to these valuable learning activities.

Important School Procedures and Expectations

Home-School Agreement

Parents are required to sign and abide by the terms of the Home-School Agreement.

The School will adhere to the Agreement and will positively support Parents to meet the requirements. Failure to respond to any aspects of the Home-School Agreement will be formally addressed.

Attendance

It is important for your child's well-being that they attend their Nursery sessions regularly within the agreed times. If your child cannot attend it is a requirement that you contact the School before the session on the first day of absence. Children's attendance is important and any concerns about their attendance will be raised with you. The School will work with you to ensure full attendance. Persistent lack of attendance will be addressed formally by the School.

Punctuality

In order to support your child's learning and well being it is important that your Child is brought to School and collected on time. Children who arrive late often miss important group times and routines and can become distressed by the uncertainty and disruption.

You are required to inform the School as soon as possible if you are unexpectedly delayed. Persistent lateness for School start time will be addressed formally by the School.

Nursery 3 morning	Drop off time 8.45am	Pick up time 11.30-11.40am
Nursery 3 afternoon	Drop off time 12.15pm	Pick up time 3.00-3.10pm
Nursery 2 morning	Drop off time 9.00am	Pick up time 11.45-11.55am
Nursery 2 afternoon	Drop off time 12.30pm	Pick up time 3.15-3.25pm

Late Collection

Parents are not allowed under any circumstances to be late for their Child's pick up without prior notice. The School does not have responsibility for Children after their agreed Nursery session and are not staffed to provide an increase in adult-child ratio.

We will share the requirements of the Attendance and Punctuality Policy with you at the time of your Child's Induction. The Policy is displayed in School.

If your Child is not picked up from Nursery on time and is left at the School without notification, School will have no alternative but to contact the Local Authority Children's Services under the Safeguarding remit.

Holidays

We ask that holidays are taken during non-term time during the School holidays. If your child is taken out of Nursery for a holiday the School will need to be informed. Please note that if your child is accessing childcare, hours will be charged for as usual in accordance with the Charging Policy. An updated holiday list is available from Reception or can be viewed on the Website.

Illness

It is distressing for your child to be at Nursery if they are unwell and may be a health issue for other Children. If we feel that your child is unwell we will contact you to collect your child from Nursery. Please inform us if your child has been vomiting or has an infectious disease and keep him/her at home for the recommended recovery time, this is in line with Health Protection Agency Guidance. We are required to report Notifiable Diseases.

Medication

Please note we do not administer medicines. The School has a Medicine Policy that will be shared with you on admission. If your child has specific medical requirements please discuss this with us.

Jewellery

For health and safety reasons your child is not allowed to wear any jewellery including ear rings. If your child has their ears pierced they will not be allowed to wear their ear rings during their time at Nursery.

Pump Bags

Each child will be provided with their own pump bag which will be kept on their peg for spare clothes and nappies as needed. It is essential that parents ensure the bag is stocked with a full change of clothes and replenish these as necessary as your child may need to be changed during the Nursery session. Please label all of your Child's belongings.

Accidents

If your child has an accident at Nursery the School's Procedures will be followed. Accidents that happen at Nursery or at home are recorded by staff and the details are shared with and signed by Parents. On Admission you will be asked to consent to your child receiving emergency medical treatment should the situation ever arise.

Safeguarding your child

At Hoyle the security, stability and safety of children in our care is paramount. We aim to work in partnership with you to ensure your child's best interests. If we have any concerns about your child we will discuss it with you. The School may be able to offer support for your family if required and can refer to the School's Family Support Adviser.

We have a duty to record and report to the Local Authority Safeguarding Team any safeguarding concerns that may indicate that a child is being harmed, abused or neglected. This will be in line with the School's Safeguarding Policy which adheres to Government and Local Authority guidelines. The Safeguarding Policy is displayed in School or can be viewed on the Website.

Personal Development, Behaviour and Welfare

The School ethos promotes a supportive and secure environment in which everyone can make a positive contribution and feel valued and respected. We set clear and consistent expectations, praising and encouraging positive behaviour. The children contribute to setting boundaries and expectations which form part of our '10 Golden Rules' and Behaviour Management Policy and Procedures. These include encouraging positive interactions and communications between the children. Children are supported to make friends and socialise with their peers. Through the School's Curriculum and activities the Fundamental British Values of Democracy, Rule of Law, Individual Liberty and Mutual Respect and Tolerance are supported and promoted. The staff will observe, support and intervene as appropriate and we encourage you and your child to share your views and any concerns.

The Home-School Agreement requires Parents to display respect and positive behaviours in and around School. Parenting support is offered by Staff, the Designated Person for Behaviour Management and our Family Support Adviser who may signpost to other services. The Home-School Agreement, Behaviour Management Policy, Anti-Bullying Policy are displayed in School.

Health and Safety

At Hoyle the Health and Safety of all children and School Community is a priority. Our Health and Safety Policy Statement takes into account all Health and Safety regulations and risk assessments ensuring and promoting good practice. There is a Link Governor for Health and Safety and the Health and Safety Policy is displayed in School. Please ask for further information. It is not permitted to smoke in and around the building. Mobile phones cannot be used in the School and grounds.

Security

The building is secured by 24 hour CCTV monitoring and internal door release with intercom system. All visitors to the School sign in and out and are issued with badges to be worn whilst on the premises. Staff will ensure that only the people identified on the Application Form will be able to collect children.

A Permission Consent Form will be signed on admission to enable your child to be photographed, taken on supervised outings and visits and to record the details of persons who are permitted to collect your child.

Fund Raising/Voluntary Contributions



The School organises fund raising activities throughout the year to support the children's learning and development and to contribute to chosen charities. We currently provide a range of activities free of charge including snacks, party resources and visitors to support the curriculum and a range of celebrations.

Parents will be asked to make voluntary contributions to support the children's wider activities and experiences such as school outings. If contributions are not received to cover the cost of the activities then the School will have to withdraw that provision.

Compliments and Complaints

It is important that we have your views so that we know what we are doing well and also if there are things we need to improve. We provide parent comment sheets for feedback. Our Complaints Procedure is displayed in School. If you do have a complaint please speak to a member of Staff. We will try to resolve your complaint as quickly as possible.

Meal Times

School Meals

School meals provided by the Local Authority Catering Services are available to all children accessing the morning sessions. You may be entitled to Free School Meals, if so the School can offer support to complete your application. The Local Authority provide school meals which are healthy, nutritious and varied, ensuring the children (morning only) receive a hot meal on a daily basis. The cost of the school meal is £2.30 per day, £11.50 per week for those accessing Nursery Education session. Children under 3 years of age will be charged £1.85 per day, £9.25 per week. Dinner money must be collected on Monday mornings. You are allowed to pay in advance. Please ensure it is in a sealed envelope with the amount and your Child's name written clearly on the front. We are unable to order lunches after 9.30am without notification.

Snack Time

Children have access to healthy snack options such as fruit or crackers within the Nursery sessions. There is no charge for this provision.

Before/After School

Breakfast, consisting of cereal or toast is offered to children who access School early in the morning. Children accessing School after 4.00pm are provided with a light tea which consists of healthy foods prepared on site. The cost of this provision is included in the additional agreed charges.

All cultural, religious or medical dietary needs will be respected. Please inform us if your child has specific requirements. Due to health and safety regulations food cooked off the premises can not be given at Nursery.

Golden Apple Award - Healthy Eating



The School works together with nutritionists, dieticians and oral health to maintain our Gold rating of the 'Golden Apple Award' Scheme.

The School supports children to develop healthy eating practices at an early age. In addition to the healthy food options the children have independent access to chilled water throughout the day.

Dental hygiene is promoted through our 'Brush Bus' Scheme. Each child has their own toothbrush provided and is encouraged to brush daily during the Nursery session. A member of the Oral Health Team attends the School once a year to talk to the children and parents about dental hygiene.

Celebrations

We acknowledge any special celebrations for children in a variety of ways. This can include singing, making cards and talking about the child's experiences. In line with our healthy eating practices we ask that cakes and other food treats are not brought in for the children. You may wish to celebrate in an alternative way, for example, the donation of a special book or resource that your Child can share with the class.



Early Years Foundation Stage (Department for Education 2012)

At Hoyle Nursery School we believe every child deserves the best possible start in life. Children develop quickly in the Early Years and their experiences between birth and five have a major impact on their future life chances. We know that a secure, safe and happy childhood is important in its own right and that good parenting and high quality early learning provides the foundation children need to make the most of their abilities and talents as they develop and grow.

The Early Years Foundation Stage (EYFS) is a Mandatory Framework which sets the standards for all Early Years provisions to ensure that children learn and develop well and are kept healthy and safe. At Hoyle Nursery School we promote high quality teaching and learning to ensure children's readiness for their next step into Primary School.

As a Parent you can be assured that at Hoyle Nursery School your child will be safe, thrive and achieve under the expertise and guidance of highly qualified Teachers and Teaching Assistants. Every child at the School is included and supported and we provide a balance of child initiated and adult led play based activities both indoors and outdoors.

The Early Years Foundation Stage Framework

The Early Years Foundation Stage specifies requirements for learning and development and for safeguarding children and promoting their welfare with four guiding principles;

A Unique Child

Positive Relationships

Enabling Environments

Learning and Development

There are 7 Areas of Learning that shape the curriculum at Hoyle. These are underpinned by the Characteristics of Effective Learning.

3 Prime Areas that are particularly crucial;

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

4 Specific Areas;

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



Personal, Social and Emotional Development

This helps children to develop a positive sense of themselves and others, positive relationships, respect for others, social skills, managing feelings, appropriate behaviour and confidence in their own abilities. Children gain an awareness of British Values, cultures and beliefs through a range of activities.

Communication and Language



This involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

Physical Development



This is about having opportunities to be active and interactive, to improve skills of co-ordination, control, manipulation and movement. Children learn about the importance of physical activity and to make healthy choices.

Literacy

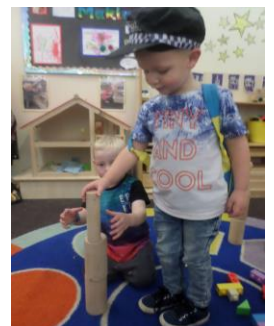
This involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials to stimulate their interest and enjoyment. The School's Phonic Programme supports Children's early experiences of sounds, rhyme and rhythm.

Mathematics

This involves providing children with opportunities to stimulate and develop their skills in counting, understanding and using numbers, calculating simple problems and to experience shape, space and measures.

Understanding the World

This involves guiding children to make sense of the physical world and their community through opportunities to explore the environment, observe and find out about living things, people, places, visitors, outings and to use simple technology.



Expressive Arts and Design



This enables children to explore and play with a wide range of media and materials. It provides children with opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities including art, music, movement, dance, role play and design technology.

Sharing information about your child, their development and progress

At Hoyle Nursery School we use a range of information to understand, plan and promote your child's progress and to plan for the next steps in their learning.

We value and appreciate Parental expertise and aim to work in partnership with you from your very first visit. We positively encourage a two way dialogue and provide Parents with information and resources to use at home.

Under the remit of the Class Teachers you will be allocated a Key Worker who will share your Child's progress and promote Home-School links. This information will contribute to your Child's Learning Journey document which illustrates your Child's development and learning over time. Progress is tracked against the Early Years Foundation Stage Framework and this supports the overall assessment of your Child's progress and attainment.

Children's Progress Meetings are held with parents throughout the year when you will be given formal feedback and a written summary to inform you of your child's development to date including particular strengths and any areas of concern.

Children aged between 24 and 36 months will have a statutory 2 Year Progress Check.

Throughout your time with us you will be invited to join in with activities in the School. We value your ideas and thoughts and encourage you to share your interests with us.



Transition

At Hoyle we ensure continuity for children who transfer age phases and who go on to Primary School or other settings. Transition is well planned and shared with children, parents and the receiving school or setting.

Your child will be due to start school in the September after their 4th birthday. You will need to apply for a place at your chosen school. Please ask if you need more information. We offer support for the application process.

Parent Partnership

Hoyle Nursery School recognises and continually promotes the significant role of parents in their child's learning, well-being and development. We promote an open door ethos and welcoming atmosphere. Parents are invited and encouraged to be involved with their child's learning and development through home-school learning activities, events, fundraising opportunities and Parent Groups.

The School, including Governors, greatly welcome and appreciate Parent comments and contributions to help shape the decisions and direction of the School. Feel free to speak to a member of Staff or complete a comment sheet located in Reception.

Local Links

Hoyle Nursery School has close links with the local Primary Schools, Children's Centre and Partner Agencies ensuring the needs of our children and families are well supported.

Weather Watch

In exceptional circumstances the School may need to close due to bad weather conditions. In this case the School will contact the following radio stations with information regarding the closure; Tower FM, Key 103, BBC Radio Manchester. Parents are advised to check the School Website for further information and a message will be sent via the Schools Parent App.

If the School needs to close during the working day, all parents will be contacted. Please ensure that all your contact numbers and your emergency contact numbers are kept up to date in the event of closure.

Our School Mission statement

At Hoyle Nursery School

we believe in providing early years education and care of the highest quality
to enable our children to develop and grow
into confident individuals and successful learners.

Hoyle Nursery School, Chesham Fold Road, Bury, BL9 6HR

Tel - 0161 761 6822

www.hoylenurseryschool.co.uk