

Woodnewton Nursery Welcome Pack



Wodnewton- a learning community
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Welcome to Woodnewton Nursery

Woodnewton Nursery is part of Woodnewton a learning community, offering early education and care for children from 2 years until statutory school age. At Woodnewton, we believe every child deserves the best possible start in life. We value the Early Years Foundation Stage as a fundamental time, where children's experiences have a major impact on their future life chances. We pride ourselves on listening to children and those who care for them, using this information to personalise each child's learning. We understand that learning should be fun, and we strongly believe in hands on, practical learning, valuing the importance of the outdoor environment to develop children's thinking and problem-solving skills. Our Early Years Offer begins in our Two Year Old Provision from a child's second birthday and continues into Foundation Stage One and then Foundation Stage Two.



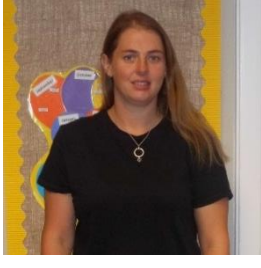



We offer childcare before and after school for children in our Early Years provisions. We are Ofsted registered and inspected in line with the statutory framework for the Early Years Foundation Stage Welfare Requirements.

We regard our setting as special because we:

- Create a nurturing environment where children feel happy, confident, secure and valued
- Support children to become independent learners, solving problems and making decisions for themselves
- Believe parents/carers know their child best and have a commitment to developing genuine partnerships
- Recognise the uniqueness of children and offer a flexible approach to transitions to get it right from the start
- Have a highly qualified and consistent staff team offering continuity for children from 2 to 11 years
- Benefit from being part of the wider school community

Welcome to the nursery teams:

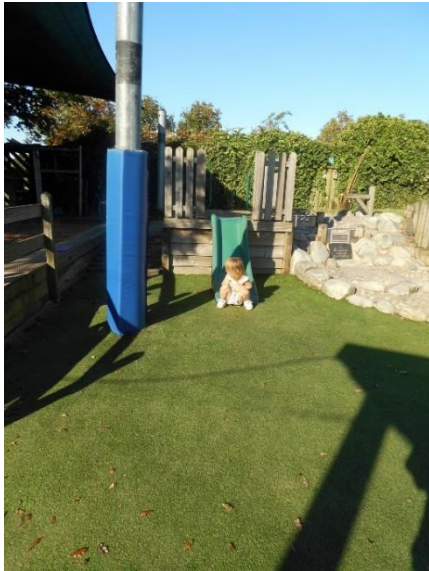
Our Early Years Teams are fully qualified and experienced in early year's education and care and have enhanced DBS certificates.

Two Year Old Provision		
<p>Vickie Medland</p> <p>Two Year Old Provision Lead</p> 	<p>Adele Maher</p> <p>Key Person – Monkey Group</p> 	<p>Claire Ogden</p> <p>Key Person – Crocodile Group</p> 
<p>Lisa Gibbs</p> <p>Key Person – Meerkat Group</p> 	<p>Lily Beric</p> <p>Key Person – Elephant Group</p> 	<p>Maria Ezequiel</p> <p>Key Person – Panda Group</p> 

Foundation Stage One		
<p>Wendy Hardcastle</p> <p>Nursery Lead Teacher</p> 	<p>Nicola McKay</p> <p>Key Person – Blue Group</p> 	<p>Sandra Summerfield</p> <p>Key Person – Green Group</p> 
<p>Linda Wilson</p> <p>Key Person – Lilac Group</p> 	<p>Tracy Begley</p> <p>Key Person – Red Group</p> 	<p>Shelley Di-iorio</p> <p>Key Person – Yellow Group</p> 

Our Early Years Vision:

At Woodnewton, children and their learning are at the heart of all we do. Helping children learn – academically, socially, spiritually, emotionally, and physically – is our key purpose. Sat at the heart of this, for children in the Early Years, are the characteristics of effective teaching and learning. We believe that ‘how’ children learn is something that we must protect, foster and understand. From the moment a child joins us, we ensure their uniqueness is planned for, and that the opportunities we create allow them to inquisitively explore in an environment where their natural curiosity and love of learning is nurtured. Our Early Years offer encompasses all areas of learning and development and we set aspirational targets for our children. For our children, the sky is not the limit, it is just the beginning!



Early Years Provision:

Our learning environments are organised into areas of continuous provision providing the children with opportunities for child-initiated learning both indoors and outdoors. Our learning environments are designed to promote independence and curiosity. They are carefully enhanced to ensure that children can practise and apply their knowledge and skills. The adults will share ideas, set uncapped challenges and support and scaffold where appropriate ‘in the moment’.

In the Early Years, you will see all sorts of fun resources that children can use to explore and experiment with. As adults we call it ‘play’. It’s one of the most important things children do – it’s their learning. In our Early Years provisions there are key areas planned to create opportunities for children to extend and develop their thinking and learning across all areas of the curriculum.

Our provision includes:

- Drawing and writing areas
- Reading areas
- Puzzles and fine motor skill activities
- Construction
- Small world play
- Number areas
- Exploring and investigating areas
- Sand and Water
- Creative areas

- Music areas
- Role play areas and dressing up
- Computing (FS1 only)
- Mud kitchens
- Growing areas
- Woodwork
- Climbing areas
- Wheeled toys



We also believe that children need to get involved in their learning in a way that can sometimes be messy. It will help us if you allow your child to come to nursery in clothes that will not suffer from being worn by active and engaged learners. We ask you to name as many items of clothing as possible especially coats, hats and gloves and to provide wellington boots for wet play.

We hope that you are as excited about this approach to children's learning as we are. Please come and talk to us if you have any questions at all about our Early Years philosophy at Woodnewton.

Choosing the Best Care

We recognise the value in making sure that your child is in safe and caring hands.

Choosing the right place for your child is a difficult decision for any parent to make. At Woodnewton, we aim to create a secure, friendly and homely environment that is stimulating for children and gives parents peace of mind. Our staff teams are qualified, skilled and experienced within Early Years and undertake on-going professional development to ensure they continue to offer the highest levels of education and care for our children.

Our staff are there to assist the transition between home and nursery, with our priorities being the wellbeing and development of the children in our care. We recognise that as a parent you know your child best and are ultimately their most important educator. We strive to work closely with parents to ensure a seamless connection between home and our setting. The setting will strive to meet family requirements and try to offer flexibility with choice of sessions.

Woodnewton is a no smoking environment. Please do not smoke on the school premises.

To ensure we are safeguarding all children at all times, we respectfully ask that mobile phones are not used on the school site.

We would like to encourage parents to share concerns or information in confidence, with their child's key person. We recognise that the beginning and end of sessions can be busy times so if you need to meet during the session time, please speak with your child's key person and a mutually convenient time can be arranged. A time can be allocated for this. Nursery staff can also offer a range of support and advice and have close working relationship with a number of local agencies and organisations.

Opening Hours

Nursery hours are 8:45am – 11.45 and 12.30-3.30. Children can stay for lunch at a cost of £5.00

Admissions

Parents can register their child from birth and will be contacted by a member of the Early Years team to confirm a place once the child is eligible and a place becomes available. Application forms are available from the school office. A copy of our Admissions Policy is available on the website or a paper copy can be provided on request.

Parents will need to complete the Local Authority application form for a place in Foundation Stage 2.

Policies

Woodnewton has a full range of policies which parents can access on the website. Paper copies are also available on request.

Children with Special Educational Needs

All children are welcome in our Early Years provisions.

It is part of the school's policy to ensure that as a provision we meet the needs of each individual child and our teams take account of any additional needs a child may have. We work to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2014).

- We support children and their families with special educational needs /disabilities (SEND).
- We cater for all specific needs of children with SEND and meet those needs through a range of strategies and adaptations.
- We work in partnership with parents and other agencies to meet individual children's needs.
- Our Special Educational Needs Co-ordinator is Beth Makra and Vickie Medland supports across the Early Years.

Fees

Parents are charged for childcare for the time their child spends in our Early Years Provisions that is outside of the 'Free Nursery Education Entitlement'. Our fees are reviewed periodically and we undertake to give no less than 4 weeks' notice of any increase.

- Fees are payable weekly, or monthly, in advance via the My Child at School (MCAS) app. All sessions must be booked and paid for by the Thursday of the week before.
- Four weeks' notice should be given to withdraw a child from our provision or to reduce the number of sessions to be attended and any default fees will be payable in lieu of notice.
- Fees are payable in full even if the child is absent for any reason.
- We ask for a voluntary contribution of £2 per week which goes towards the cost of snacks.

CHARGES:

TYOP	Morning Session £16.00	Lunch £5.00	Afternoon Session £16.00
FS1	Morning Session £17.50	Lunch £5.00	Afternoon Session £17.50

Breakfast club and after school club are also available and are booked via MCAS once a place has been allocated.

Funded places:

We offer a range of funded places in line with the government initiative for free childcare places. Please speak to your child's Key Person for more details and information about eligibility and the application process.





Meals & Snacks

Snack and meal times should be a social time where children get to chat with peers and adults in a calm and relaxed manner. A range of snacks are provided daily which are healthy, balanced and nutritious. Staff hold a qualification in Food Hygiene. Special dietary requirements, preferences, food allergies and any special health requirements will be discussed before children start in our provision and records will be made available for all staff responsible for food handling. Milk and water are always available to the children at snack time and are freely accessible throughout each session.

We request a voluntary contribution of **£2.00 per week** towards the cost of snacks.

Toileting and nappy changing

Children's toilets, sinks and nappy changing facilities are available in our Two Year Old Provision and our Foundation Stage 1 environment. Nappies and wipes must be provided by yourself for your child. A record is kept of all nappy changes. Details of all nappy changes/clothing changes and checks are recorded and copies can be made available for parents/carers on request. All parents receive a copy of our Intimate Care Policy to read and sign.

Toilet training is, as far as possible, handled in accordance with your specific requests and according to the developmental needs of individual children. It is important that the home and setting are working together to support a child through their toilet training.

Procedure for Collection

Children are only released to adults listed on the consent form provided by parents. Release to any other adult may occur with a written authorization signed and dated by you, or by direct communication with a member of the Early Years team. We have a password system in place for occasions when adults who we have not met before may need to collect children as a one-off. Identification may be requested at any time. We will NOT release any child in to the care of an adult we are not expecting. Children not collected by 3.45pm will remain in their provision. A member of the senior team in school will be made aware. We will make every effort to contact you through your emergency contacts. Parents may be charged for the time used to care for their child outside of working hours.

First Aid

There are always members of staff who are trained in Paediatric First Aid on the premises and have received instruction specifically covering the administering of first aid to infants and children. On-going training is in place. All accidents are entered on an Accident Report form and will be signed by both a member of staff and counter-signed by the person collecting the child. Staff will make every effort to contact a parent when a child has an accident that has required specific attention. We must also inform Ofsted of any serious accident occurring if the child is aged under three.

Arrangements when your child is ill

If your child becomes ill or unduly distressed during their session, we will endeavour to contact a parent/carer so that arrangements can be made for early collection.

In the interests of other children and staff it will be necessary for parents to keep children away if they have been diagnosed with certain contagious illnesses and diseases.

We also ask that where children have been prescribed antibiotics that they are kept at home for 24 hours. If your child is ill and unable to attend, you must phone us on the first day of illness by calling 01536 265173. We appreciate being told the reason for any absence.

Illness	Appropriate action
Sickness and diarrhoea	Please do not bring your child to nursery until a minimum of 24 hours after last episode.
Conjunctivitis	Please do not bring your child if their eyes are 'gunky'. Wait until 24 hours after treatment has been started.
Chicken pox	Please follow NHS guidelines- stay at home until all spots have formed a scab (usually after 5 days).
Hand, foot and mouth	Please follow NHS guidelines. Keep child off whilst they are feeling unwell and blisters are starting to heal.

Notifiable Diseases

If your child contracts any infectious illness you must tell us without delay and we will advise you as to whether or not your child can attend Foundation Stage One.



Administering of Medication

Whilst it is not our policy to care for sick children who should be at home until they are well enough to return to the setting, we will administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness, providing the relevant form is signed. Please ask for a medication form.

In many cases, it is possible for a child's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect.

Full details must be given in advance with a signed and dated request if staff are to administer any medication. A medical form including the details required for the administration of the medicine, the name of the medicine, the time of the last dose, dosage times and any further special instructions will need to be completed before you leave your child in the setting.

Allergies

When children start at the setting parents are asked if their child suffers from any known allergies. This must be recorded on the registration form.

If a child has an allergy, a medical form will be displayed in the area and appropriate snacks will be given as a replacement if necessary.

Supporting and understanding children's behaviour

Each and every child is treated as an individual. Each child is assigned a Key Person, whose responsibility it is to closely monitor your child's progress and welfare and to share this with you. The staff use only positive guidance, redirection and the setting of clear and consistent boundaries to enable children to understand their behaviour. Our aim is to encourage children to be fair, respect property, respect others and to be responsible for their own actions. Support and guidance is consistent, appropriate and based on an understanding of the individual needs and development of the child. Parents may request a copy of the school's Behaviour Policy.

Health and Safety

Health and Safety is of the utmost importance and our School Policy is available for inspection, together with our Fire Procedures. At Woodnewton we comply with the requirements of health and safety legislation, including fire safety and hygiene requirements. All reasonable steps are taken to ensure that

our staff and children are not exposed to risks and a combination of dynamic and written risk assessments are in place to manage risk. In the case of fire or another emergency, our Early Years provisions have clearly identifiable fire exits, an emergency evacuation procedure and designated meeting points in the school playground. Please speak to a member of the team if you have any questions about our health and safety procedures.

Complaints

We hope that any concerns you may have can be addressed by talking to your child's Key Person. If you are unhappy with the way your concern has been dealt with you may request a meeting with Kate West, Head of School. A full complaints policy is available on request.

Safeguarding children

The staff at Woodnewton have a legal duty to safeguard children against suspected or actual 'significant harm'.

Our employment practices aim to protect children against the likelihood of abuse in our settings. We have a procedure for managing complaints or allegations against a member of staff and staff receive on-going Child Protection Training to ensure they have up-to-date knowledge of safeguarding issues.

We hope that parents will make us aware of any problems that may emerge so that we can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

The school's Safeguarding Children policy is available on request.

The School's Designated Safeguarding Leads and Officers are:

Jez Lindsay – DSL
Gemma Dennison – Deputy DSL
Kim Kemp - DSO
Kate West - DSO
Julie Medhurst – DSO
Kate Harle- DSO
Gemma Wyldes – DSO
Beth Makra - DSO

Any parent who has a concern about a child can contact one of the Designated Officers.

Any parent who has a concern can make a referral to the Northamptonshire's Multi -Agency Safeguarding Hub (MASH) by telephoning 0300 126 7000 or contact NSPCC directly which can be done anonymously.



Trips and Visits

Throughout the course of your child's time with us, there may be opportunities for the children to go on educational visits such as trips to the park, shops, farm etc. Parents/carers will be asked to sign a consent form for local visits. A risk assessment will be conducted and parents/carers will be notified in advance if the children will be going on a planned outing.