



Welcome to Gloucester Nursery School

3 and 4 year old provision (G3 provision)

Information for Parents, Carers and Visitors

2020 – 2021

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Gloucester Nursery School

Gloucester Nursery School was opened in 1950 as a purpose built nursery school. It is a Local Authority Nursery School. The Nursery offers nursery education to children aged from 2 to 4 years of age before they are admitted to primary school.

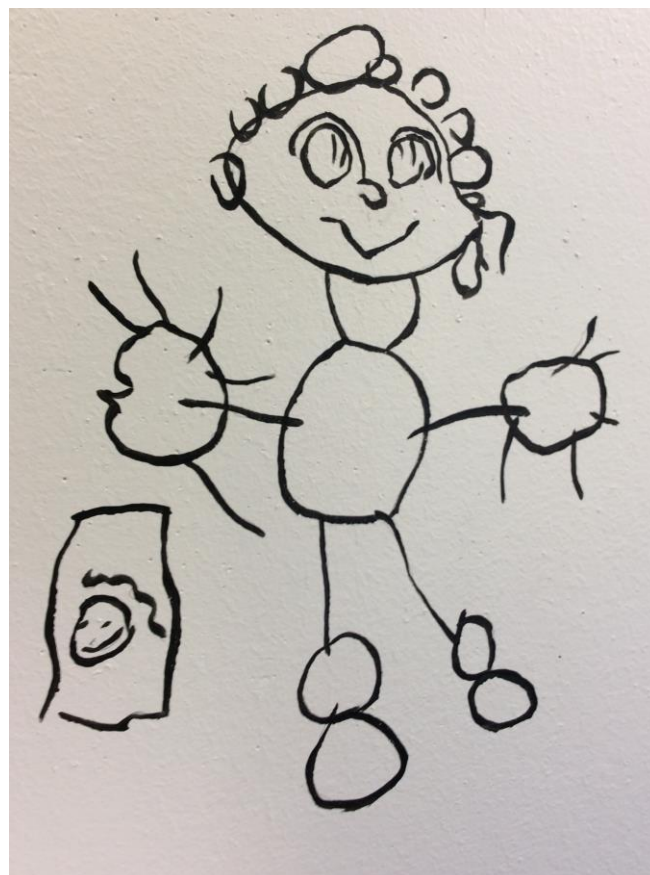
There are 50 morning and 50 afternoon places. All 3 and 4 year olds are eligible for 15 hours of free funding, however, some children could be eligible for 30 hours of free funding (see eligibility checker www.childcarechoices.gov.uk). Parents can pay for additional sessions and the Nursery offers breakfast and tea club.

The school draws its children from a large area including Far Cotton, Briar Hill, Grange Park, Wootton and Hunsbury.

Our 2 year old provision opened in September 2015. This is housed in a purpose built area. 16 places are available in the morning and the same in the afternoon.

Staffing

This consists of a Headteacher, Senior Family Worker and Early Years Practitioners, Early Years Assistants and Nursery Workers. The Senior Family Worker and Early Years Practitioners are known as 'Family Workers'. All of the staff in the nursery are responsible for all the children however, one particular Family Worker will be the person who visits the home and records children's progress.



Our Philosophy

At Gloucester Nursery School, we aim to provide a happy, secure, caring and attractive environment in which children, parents, staff, governors and associated agencies work supportively together.

The contribution each individual is able to make to the school is valued and due regard is shown for their social and cultural backgrounds and individual differences. Parents and other members of the community are always welcome to share in the life of the school.

The School Aims

- To provide high quality early education and care to all children regardless of race, creed, gender, background, ability or disability;
- To provide a happy, safe, secure environment which is inviting, interesting and welcoming;
- To work in partnership with parents/carers and liaise with other schools;
- To provide a broad, balanced, relevant and differentiated curriculum by responding to children's needs and interests through observations and in planning;
- To promote self esteem, confidence, self discipline and independence;
- To promote positive attitudes and dispositions towards children's learning;
- To encourage children to explore, appreciate and respect their environment.

Children's Welfare

Safeguarding Children

We take child protection issues extremely seriously; at all times we consider the protection and safety of the children in our care. Child protection issues are always dealt with swiftly and appropriately, following statutory procedures. All staff attend child protection training regularly and are familiar with the procedures they must follow.

At Gloucester Nursery, we follow the Child Protection procedures required by 'Northamptonshire Safeguarding Children Partnership'. This is based on the national requirements of 'Working Together to Safeguard Children 2016' and the 'Northamptonshire Thresholds and Pathways document'. It may be helpful for you to know that the law (Children Acts 1989 and 2004), Education Act 2002 and Counter Terrorism and Securities Act 2015 require all school staff to pass on information that gives rise to a concern about a child's welfare, including non-accidental injury, neglect, emotional or sexual abuse. We are encouraged to take the approach that where there are grounds for concern we should be over-cautious and seek advice, rather than to risk a child's safety. Occasionally, this duty placed on staff means that a concern is passed on which is later shown to be unfounded. It is hoped that

parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that the staff member was acting in good faith and in the best interests of all children.

Designated Safeguarding Leads for Child Protection are:

- Julia Mann (Headteacher) Designated Safeguarding Lead
- Kerry Wright (Senior Family Worker) Deputy Designated Safeguarding Lead

The Governor responsible for overseeing Child Protection is Lesley Pollard. If you have concerns regarding children's safety and protection, it is essential that you contact your child's Family Worker.

The Nursery School is required by law to carry out Enhanced Disclosure and Barring Service Checks for all school staff, governors and volunteers, as well as the Safer Recruitment procedure. A record called the Single Central Record records all safeguarding and identity checks and lists date of training. Governors and volunteers also undergo safeguarding checks and have Disclosure and Barring Service Certificates.

Healthy Lifestyles

At Gloucester Nursery School, we acknowledge the children's rights to a healthy lifestyle and indeed, we encourage parents/carers to promote a healthy way of life for all family members, and to help children to grow up healthily.

Premises and Security

As the nursery has no car park, we rely on the goodwill of local residents and would ask you to show consideration at 'dropping off' and 'pick up' times. We value highly our outside area. Smoking is not allowed on the premises/grounds. Dogs are not allowed on the premises or tied to the perimeter railings. In the interest of all children's safety, we ask that you always make sure you **close all gates properly when entering and leaving the nursery grounds**. Mobile phones are not to be used inside the building.

Fire Safety

We have regular fire practices to ensure all children have had experiences of fire safety procedures. All staff know the fire procedures and in the event of an evacuation at either the beginning or end of the session, we ask all parents/carers and visitors to follow staffs' verbal instructions.

Personal Safety

We encourage the children to keep themselves safe – to know their name, address and possibly their telephone number.

We do not let the children go home with anyone other than a parent/carer or an adult who is on that child's collection arrangements. Children under the age of 16 are not allowed to collect children by themselves.

Use of Photographs and Video

We use photographs to document and share children's learning with you and your child. We may also use photographs for displays, publicity, our website and digital photo frame in the entrance hall, for parents' evenings and staff training but individual children are not then identified by name. We are sensitive to the wishes of parents and children and have a consent form and guidance on the safe use of photographs contained in our Acceptable-Use Policy. All discs with photographs of children on are destroyed.

Transition

Beginning of Year – The Induction

Parents and Children are invited into the nursery in June. The nursery operates a staggered intake throughout September allowing time for each child to make a happy transfer from home to nursery. Parents are offered a home visit by each family worker. Parents are always welcome to come into the nursery and see any member of staff.

End of Year – Transition to Primary School

In June, reception teachers are invited to the nursery to meet the children that are transferring to their schools in September.



We aim for our children to be

happy

creative

caring

imaginative

respectful

responsible

independent

keen to learn

enquiring

co-operative

polite

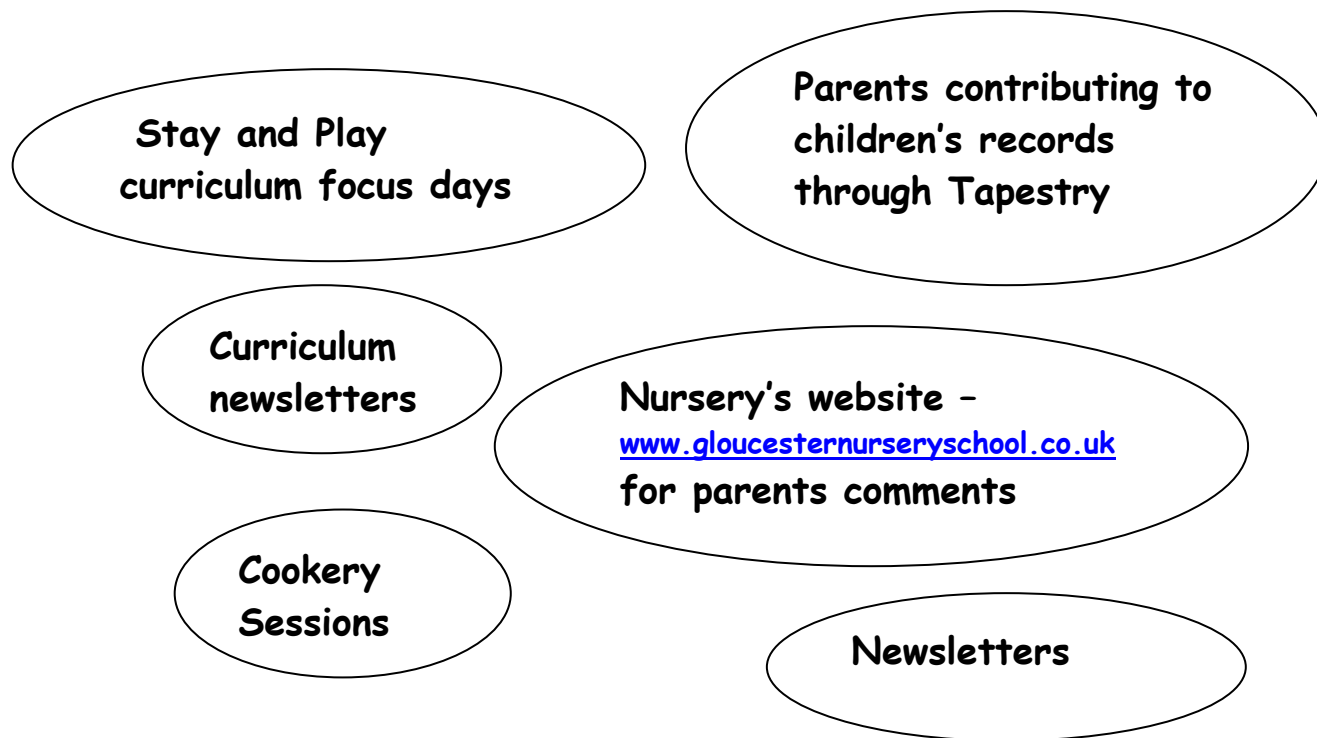
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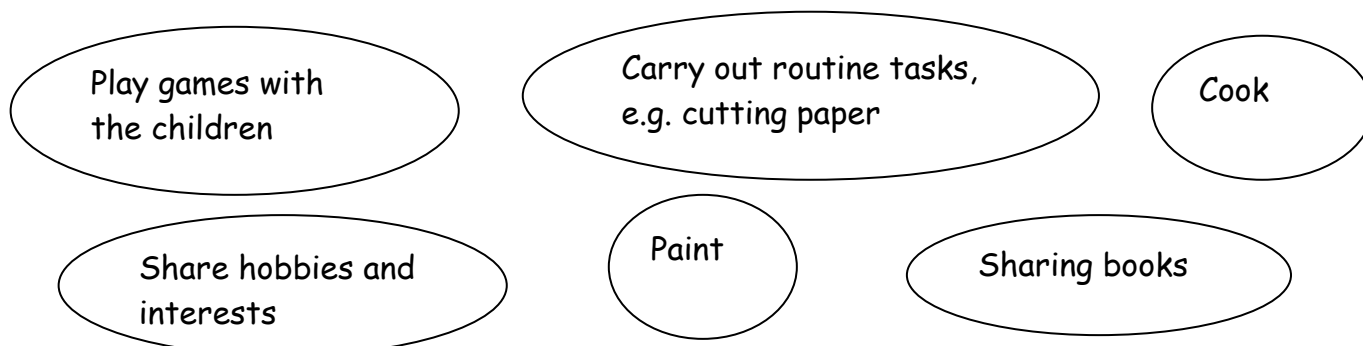
Parental Involvement

We believe that children learn best when parents and the nursery are actively working closely together.

We organise numerous ways in which parents can share in the life of the school and learning experiences available to your child. These include:



We welcome parents into the nursery to:



The Library

The Library is accessible to parents and children at all times. At the beginning and end of each nursery session, you and your child can share stories together. Sharing books and stories together is a fun and pleasurable way to support your child's language and communication development.

We also have a selection of story sacks that are available to borrow for a £1.00 charge. Story sacks are a fun way to explore favourite stories. Each sack contains a variety of items relating to the story, helping to 'bring it to life'. Story sacks are available on Thursdays for you to borrow.

Notice board

The notice boards can be found near the school entrances. Other information about forthcoming events is written by staff on the whiteboard in the cloakroom. Please check these daily.

The Nursery's Website

Please look at the Nursery's website. www.gloucesternurseryschool.co.uk
Photographs of children's work are regularly updated. We appreciate any on-line comments. Parents/carers receive regular newsletters via ParentMail. Newsletters and accounts of special events can also be found on the website



Term Dates and Training Days:

Please refer to the list of term dates and training days at the end of the booklet.

Session Times

- Morning Session 8:25am arrive
 11:25am depart
- Afternoon Session 11:25am arrive
 2:25pm depart
- All Day session 8:25am arrive
 2.25pm depart

We encourage parents to stay and play with their children at the beginning of nursery sessions.

- | | |
|---|-------------------|
| ▪ Breakfast Club | 8:00am - 8.25am |
| ▪ Lunchtime | 11.25am - 12.25pm |
| ▪ After School Activity Club (The A team) | 2.25pm – 3.25pm |
| ▪ Tea Club | 3:25pm – 4:30pm |

Please be punctual when collecting your child as he or she may become anxious if you are late.

If you have difficulty in collecting children from nursery please mention this to your child's Family Worker. Parents/carers must bring and collect their own children themselves. If on the rare occasion you cannot do so, please let us know who is coming.

Routines

A usual session for the children consists of:

- Children arriving and self registering;
- Selecting activities from the area the Family Worker is located in from indoors and out;
- Choosing when to have snacks. Snacks are available throughout the session;
- Pow Wow – Sharing time (stories, songs, music, dance and discussions) with a member of staff.
- Free flow – choosing where to play and what to play with.
- Group time – Songs and music in larger groups at the end of the nursery session.

The Early Years Foundation Stage and its Curriculum

The Early Years Foundation Stage seeks to provide a secure foundation through learning and development opportunities, which are planned around the needs and interests of each individual child and are assessed and reviewed regularly. There are seven areas of learning and development. All areas are important.

Three areas are particularly crucial. These are the prime areas:

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

There are also four specific areas:

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

Children learn through play in different ways:

- Playing and exploring – children investigate and experience things and ‘have a go’;
- Active learning – children concentrate and keep on trying if they encounter difficulties;
- Creating and thinking critically – children have and develop their own ideas, make links between ideas and develop strategies for doing things.

More information can be found on the school’s website.

The Learning Environment

The set up of the nursery is carefully planned to encourage children to make choices and develop independence by having equipment and materials readily available and well organised. Practitioners give the children the space they need for their activities and time for sustained concentration.

The following areas are planned for:

- The Sunshine Room;
- The Rainbow Room;
- Undercover Area;
- And outdoor garden area.

At nursery, we make good use of outdoor space so that children are enabled to learn by working on a large, more active scale than is possible indoors.

Please be aware that the nursery garden can be quite muddy in the winter so wellington boots are recommended. **Please can you name the boots.**

Outdoor Learning

Gloucester Nursery School actively promotes outdoor learning and places strong emphasis on the importance and value of daily outdoor experiences for your child’s continued learning and development. Outdoor learning is a curriculum entitlement in the Early Years as it is essential to children’s health, development and well-being. It also gives children contact with the natural world and offers them experiences that are unique to outdoors, such as direct contact with the weather and the seasons. Outdoor play also supports children’s problem solving skills and nurtures their creativity, as well as providing rich opportunities for their developing imagination, inventiveness and resourcefulness. In addition, of course the outdoor environment offers more space than indoors and therefore is particularly important to those children who learn best through active movement. Through outdoor experiences, your child will also be encouraged to learn to assess risk and develop the skills to manage new situations. The children in our nursery have continuous access to the outdoor learning environment regardless of the weather. **We ask for your support in encouraging your child to access the learning environment in all reasonable weather conditions. Please help us by ensuring that your child has suitable outdoor clothing and footwear appropriate for the time of year as well as a spare set of clothing.**

Early Years Pupil Premium

Children who are claiming the Free Entitlement for 3 and 4 year olds in Northamptonshire, who meet certain eligibility criteria, could be eligible for the Early Years Pupil Premium (EYPP). Children who are 3 and 4 and who meet the eligibility criteria are funded at a rate of 53p an hour, which equates to £302.10 per annum. The EYPP is additional funding available from the government to improve outcomes for children.

Children Accessing Additional sessions at Nursery

All 3 and 4 year olds receive 15 hours of free entitlement from the government. From September 2017 the government introduced 30 hours of free entitlement, to find out if your child is eligible go to www.childcarechoices.gov.uk. If you require extended sessions there is a charge. **The governors request that all additional sessions need to be paid in advance for the term.** If any debt does occur it will be paid within a month of the debt occurring.

Additional sessions

The nursery offers parents the opportunity to extend their child's sessions by 60 minutes over the lunchtime period in term time. A charge of £4.00 is made per day. Early Years Assistants (who work in the nursery) supervise the children over this time. Sue, the administrative assistant keeps a waiting list for parents requesting places. A breakfast club (8:00 – 8:25) at a cost of £2.00, an After School Activity Club (The A Team) (2.25 – 3.25) at a cost of £4.00 and teatime club (3:25 - 4:30) is also available, at a cost of £4.00. A morning or afternoon session can also be purchased for £16.00 per session.

Please note the Governors review prices annually. Please also read the Charging Policy.

Special Educational Needs/Additional Needs

Some children will require extra support during their nursery year. They will be offered extra support by staff and sometimes outside agencies such as Speech and Language Therapists. Parents are involved with target setting and reviewing progress on a regular basis. Some children with complex needs are supported by identified adults through High Needs Funding. If you are worried about your child's development, please talk to your child's Family Worker.

Attendance

Nursery places are in high demand so please use your place well. **To enable your child to get the most from what the nursery offers it is important to attend regularly. If your child has sickness or diarrhoea please keep them at home for 48 hours after the last bout as this spreads very quickly with young children.** Please phone explaining the reasons for the absences. All absences will be followed up by a member of the office staff and data is kept on patterns of absence.

Medicines

Some of the Nursery Staff are qualified first aiders. We give children inhalers for asthma and store them safely - parents need to write dosage/directions on the container and also complete a form available from the office. Medication consent forms are used to document the dosage given and parents are required to sign as and when required. In the event of a child having an accident in the nursery or being given their inhaler, parents are asked to sign to acknowledge that information has been shared. If you require further information please see our 'Medication in Schools' policy in the schools policies folder.

Sweets and Toys

We do not encourage eating sweets or bringing toys from home at nursery. Please do not send any.

Discipline

To ensure a safe environment, simple rules are discussed with the children. All children are required to act with respect towards others and when using nursery equipment. Parents are always informed of all inappropriate behaviour, and together with staff, plan for improvements.

Clothing

Each child needs a complete change of clothing in case of accidents. These 'spare' clothes should be kept in a bag on your child's peg and should be taken home at the end of each session. We aim to encourage independence and would appreciate parents sending children in clothes that they can easily get on and off.

It is very helpful if all items of clothing are named. Aprons are provided for painting and messy activities but please remember children will get dirty. So do not send them in their 'best' clothes.

Weekly Nursery Contributions

We ask parents to pay a voluntary weekly nursery contribution of **30p per 3 hour session** (i.e. £3.00 per week if your child stays for 30 hours). This money should be put into an envelope (with your child's name and the amount paid on the front of the envelope) and placed in the box by the office window, weekly or termly. This contribution helps us purchase snacks and resources for other activities such as ingredients for cooking, messy play resources etc.

Snacks

If your child has any food allergies or special dietary requirements, please tell your child's Family Worker. We promote healthy eating and avoid colourings, flavourings and additives as much as possible.

School Outings

If a school outing takes place, parents are informed of the details of such a trip several weeks in advance. It is the policy of the school to invite parents and other adults on such an occasion. Parents who attend are expected to pay the full amount for each adult or non-Nursery child.

As the greater part of the activity takes place outside Nursery hours due to the part time attendance now in operation, the whole activity is considered as being outside Nursery hours and as such, a charge is allowed.

Local Visits

From time to time, we like to take small groups of children out of the Nursery for local walks. No outing will take place without adequate supervision. Parents/carers are invited.

Insurance

Parents should be aware that there is no universal accident cover for school children. The Council's policies cannot extend to cover pupils engaged on educational visits; school journeys etc., although the general liability policy protects the Council against the consequences of actions brought against it on behalf of the pupils. Parents are of course, at liberty to take out insurance on an individual basis should they want additional cover for their children.

Charging and Remissions Policy

The Education Reform Act 1988 allows schools to fund school visits and activities on the basis of parental voluntary contributions. Schools rely on parent's cooperation in this, as all such activities are an extension for our learning experiences. Parents are encouraged to join us. An insufficient number of voluntary contributions inevitably means cancelled trips.

Complaints Procedure

- In general, complaints are best resolved informally between the parent and the Family Worker;
- We ask that you make the Family Worker concerned aware that there is a problem as soon as it arises. If the Family Worker is unable to address the issue immediately then they will make an appointment to meet you as soon as possible;
- If the member of staff concerned is unable to resolve the issue then you will be referred to the Headteacher;
- If the complaint relates to the Headteacher and you feel unable to raise the matter with her, you should then contact the Chair of Governors;
- All informal complaints will be conducted in a courteous manner;
- All complaints will be dealt with in confidence;
- Copies of the full Complaints Procedure are available at the Nursery Office.

Data Protection

Much information is kept on computer. It is the right of every parent of children in our Nursery to see the data held on the office computer system concerning their child. If you wish to view the personal data and information held about your child, please ring the nursery to arrange an appointment.

Photographs of children are now considered data on a child. During the course of a school term, we take videos and stills of your child. Photos are also loaded onto our website and onto a digital photo frame located in the reception area. It would be very helpful if you could contact us immediately if you do not wish your child to be photographed.

Parents/carers will be asked periodically over the year if they consent for photographs/videos to be taken and used by nursery staff. This is in accordance to the General Data Protection Regulations (GDPR) dated 25th May 2018.

Freedom of Information Act

This act required publicly funded bodies, such as Nursery Schools to be clear about the information published and a publication scheme is available. Information is available from the School Office. Further information regarding this is available from the Information Commissioner's Office.



**GLOUCESTER NURSERY SCHOOL
SCHOOL TERM DATES 2020 – 2021**

Autumn Term 1	Teacher Training Day – closed	Tuesday 1st September 2020
	G2 Nursery closed for home visits	Wednesday 2nd & Thursday 3rd September 2020
	G3 Nursery closed for home visits	Wednesday 2nd, Thursday 3rd & Friday 4th September 2020
	School opens for G2 children in staggered start dates from	Friday 4 th September 2020
	School opens for G3 children in staggered start dates from	Monday 7 th September 2020
	School closes for half term	Thursday 22 nd October 2020
	Teacher Training Day – closed	Friday 23rd October 2020
Autumn Term 2	Re-open	Monday 2 nd November 2020
	School closes for Christmas and New Year	Friday 18 th December 2020
Spring Term 3	Teacher Training Day - closed	Monday 4th January 2021
	School re-opens to children	Tuesday 5 th January 2021
	School closes for half term	Friday 12 th February 2021
Spring Term 4	School re-opens	Monday 22 nd February 2021
	School closes for Easter	Friday 26 th March 2021
Summer Term 5	School re-opens for children	Monday 12 th April 2021
	May Day – School closed	Monday 3rd May 2021
	School closes for half term	Friday 28 th May 2021
Summer Term 6	School re-opens	Monday 7 th June 2021
	School closes for Summer	Friday 16 th July 2021
	Teacher Training Days – closed	Monday 19th & Tuesday 20th July 2021

Useful Information for Parents

We asked parents to make a list of things they thought would be useful to you, so here it is:

What does my child need to bring to nursery?

A change of clothing in a bag clearly marked with their name. Bringing favourite toys into nursery is not encouraged, as they may get lost.

What does the weekly nursery contribution money get spent on?

This money covers all the snacks, drink and extra resources for the daily running of the nursery.

What is a Home Visit and why do we get one?

Before your child starts at nursery, their family worker will visit your child in their own home. This ensures the first 1-1 meeting takes place in a familiar and comforting environment for your child and lets the family worker get to know them in their home environment. The family worker will go through general information with you and deal with any queries you may have. You will also be able to discuss any specific needs your child may have, such as dietary requirements, speech or medical conditions.

When I drop my child off do I need to leave immediately?

No! The nursery actively encourages parents to stay with their child for as long as necessary. The nursery operates a policy of flexibility at the start of each session. Parent helpers are welcomed here! The nursery offers 'Stay and Play' events each half term where parents and carers are formally invited to stay and participate in the session.

What happens if my child is taken ill?

You will be asked to provide a list of emergency contact numbers so you can be contacted immediately if your child becomes ill during a nursery session. If your child is ill at home, please contact the nursery immediately and let them know your child is not attending. Please let nursery know if your child has an infectious illness such as chicken pox so other parents can be alerted. Please do **NOT** bring a sick child to nursery.

What if I can't collect my child in person?

Please inform the nursery by telephone or in writing as soon as possible and give the name of the person who will be collecting your child. This person has to be over 16 years of age. We also require a password that the person collecting your child will be asked for.

What clothing should my child wear?

A Gloucester Nursery School Tee shirt and Sweatshirt can be ordered through My Clothing online (www.myclothing.com). The nursery tee shirt and sweatshirt are not compulsory. In general please dress your child in weather appropriate clothing and remember that outdoor, paint and water play can be messy so don't dress them in their best designer wear as it will probably get mucky! Please ensure your child wears sensible shoes, as outdoor play is popular. Please can your child bring a spare pair of wellies (named) to leave at nursery. Please label all coats with your child's name and put a loop in the coat to make it easier for your child to hang on their peg.

What is the procedure for dropping off/picking up my child?

Please bring your child into the reception area (the outer doors are locked for child safety and you will need to be buzzed in). All parents and children wait in the reception area until the classroom doors are opened at 8.25am and 11.25am and you will take your child into the cloakroom. Encourage them to hang up their coat and bag on their peg. Encourage them to recognise their own name and put their name card on the board. You are then welcome to stay to help settle your child.

When collecting your child, please wait in the reception area until you are called into the Nursery to collect your child.

How can I find out what's going on?

Please look daily at the two noticeboards near the school entrances and the whiteboard in the cloakroom. It is an excellent source of lots of useful information and will let you know what is currently going on. You will also receive regular newsletters detailing the themes of the term and what your child will be learning. This information is also loaded onto our website.

What if I have any concerns or issues I want to raise?

Please speak to your child's Family Worker or Julia in the first instance. They are all very friendly and will do their best to help you. Parent Governors are also available for you to speak to.

I want to contact another parent/invite children to a birthday party. How do I do this?

Please give any notes, invites etc to any member of staff. We have four colour coded boxes – 1 for each group. They will be put in the appropriate box and then handed to the child/children after group time along with any work they are taking home that day.

Birthday Celebrations

You or a carer are welcome to share in your child's birthday celebration at group time. Please speak to your child's Family Worker.