

Hello Welcome to



Founded 1904 Registered Charity No 528912

Selly Oak Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all people to share its commitment

PROSPECTUS

2017-2018

Head Teacher: Mrs Yvonne James
26 Tiverton Road
Selly Oak
Birmingham
B29 6BP

Tel: 0121 472 1700

Email: enquiry@sellyoak-nur.bham.sch.uk

Website: www.sellyoak-nur.bham.sch.uk

Selly Oak Out of School Club Tel: 07423 435048



Head Teacher: Mrs Yvonne James Registered Charity No 528912

The Nursery School

Class Times
8.45 am - 2.55 pm



Welcome to Selly Oak Nursery School. We hope that both you and your child will be very happy with us. We are a 52 Full Time Equivalent place Nursery School, currently offering 26 full time places and 52 part time places (Mon, Tues, Wed (2.5 or 3 days), or Wed, Thurs, Fri (2.5 or 3 days)

Selly Oak Nursery School was a grant funded Nursery with charitable status. The school was opened in 1904 in Greet, Birmingham and was the first Nursery School in Birmingham, transferring to its present site in 1921. The present purpose-built school was given by Mr and Mrs George Cadbury, and the Nursery School land and premises are now held in Trust, with charitable status. A Board of Trustees are responsible for the Land and Buildings.

In January 2012 the educational provision of the school was adopted by the Local Authority, with children being funded for 15 hours free entitlement per week, during term time.

We still continue to raise funds to support the maintenance of our buildings and to ensure that we can offer a high quality education supported by an exciting indoor and outdoor environment.

The Nursery is extremely appreciative of the fundraising that is carried out by parents throughout the year.

Please visit our website for more information and photographs.

The Governing Body

The Governing Body is made up of representatives from the Local Authority, the local community, parents and staff. Full Governing Body meetings take place half-termly. Sub-committees also meet half-termly. These sub-committees cover 'Premises, Health and Safety', 'Curriculum, Standards & Pupil Welfare' and 'Finance & Personnel'.

Governors 2017 (Subject to change)

Mr Andy Weatherley	Co-opted Governor/Safeguarding	CHAIR
Mrs Yvonne James	Head Teacher	
Miss Laura Foster	Staff Governor	
Mrs Angela Mason	Local Authority Governor/Safeguarding	
Ms Maureen Regan	Co-opted Governor/Equal Opportunities	
Vacancy	Parent Governor	
Vacancy	Parent Governor	
Mrs Linda Pain	Co-opted Governor/SEND	
Mrs Jennifer Alliston-Mclean	Co-opted Governor	
Mr David Thomas	Co-opted Governor	
Mrs Judith Seymour	Co-opted Governor	
Mr Mark Jobe	Co-opted Governor	
Vacancy	Co-opted Governor	
Mrs Samra Pasha	Co-opted Governor	
Vacancy	Co-opted Governor	
Mrs Zoe Sheppard	Clerk to the Governing Body	

Trustees:

Mr Tom Buxton	CHAIR
Mr David Trujillo	
Mr Stuart Harris	
Mr Paul Wilson	
	(Governor Rep)
Mr David Thomas	(Governor Rep)
Mrs Samra Pasha	(Governor Rep)
Mrs Yvonne James	(School Rep)

Meet the Staff

NURSERY STAFF

Mrs Yvonne James	Head Teacher	(QTS/B Ed / NPQH)
Miss Laura Foster	Deputy Head Teacher	(QTS/B Ed)
Mrs Ifrah Rafiq	Teacher	(QTS/BA)
Mrs Jackie Hindley	Teaching Assistant	(NVQ L3)
Mrs Emma Wilson	Teaching Assistant	HLTA
Ms Nayan Sharma	Teaching Assistant	(NVQ L3)
Miss Natasha Close	Playworker / LTS	
Mrs Paula Bayliss	Administrative Assistant	
Mr Mark Jobe	Finance Consultant	
Mr Peter Haddock	Building Services Supervisor	
Mrs Farha Khan	Lunchtime Supervisor	

OUT OF SCHOOL CLUB STAFF

Mrs Josephine Baxter	OSC Manager	(NVQ L3)
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SELLY OAK OUT OF SCHOOL CLUB

Mrs Rebecca Evans	OSC Deputy	(NVQ L3)
Miss Saida Mohammed	OSC Play worker 3pm-6pm	(NVQ L3)
Mrs Shunmugapriya Diwaker	OSC Play worker 7.30am-8.45am	(NVQ L3)

ST EDWARDS OUT OF SCHOOL CLUB

Ms Maureen Moynihan	OSC Deputy	(NVQ L3)
Mrs Deniz Ahmed	OSC Deputy	(NVQ L3)
Mrs Shunmugapriya Diwaker	OSC Play worker	(NVQ L3)
Mrs Rachel Naylor	OSC Play worker	(NVQ L3)
Mrs Satnam Kaur	OSC Play worker	(NVQ L2)
Miss Fabiha Choudhury	OSC Play worker	(NVQ L3)
Mr Kabeer Hussain	OSC Play worker	



OUR VISION

LIVE, LEARN, PLAY AND GROW

Achieved by:

Creating a secure, happy, effective and stimulating learning environment

- Inspiring everyone to achieve and extend their individual potential,
- Maximising talents
- Working within a climate where all efforts and opinions are valued and respected
- Promoting collaborative partnerships with parents and the wider community.
- Celebrating the journey of lifelong learning

British Values

At Selly Oak Nursery School we value all of our children and families. We celebrate our rich cultural and religious diversity and promote mutual respect. We are an inclusive setting and our ethos and curriculum enables children to be independent learners- making choices and building strong relationships particularly with their peers. We encourage this by structuring the environment and timetable to enable individual, paired, small and large group activity. We have certain rules that children and adults must follow for example; have kind hands, say kind words and mobile phones only in designated areas. This enables a safe learning environment. All of these form our framework for promoting Universal values-democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faith and beliefs.

Our Aims

We at Selly Oak Nursery School

- believe that all children are unique and develop at different rates
- value and respect the diversity and language of individuals and communities
- support the health and well-being of all our children as we believe it is an integral part of their development
- all respect each other's feelings
- foster positive relationships with parents/carers
- acknowledge the importance of other adults working to support the children and their families
- observe and assess children's needs and interests to plan appropriately for their learning and development
- provide a safe, rich and varied indoor and outdoor environment, where children learn to explore with confidence
- deliver the six areas of learning through planned and purposeful play activities
- believe that all areas of learning are connected and equally important
- provide a balance of adult-led and child initiated activities
- recognise the value of continuous quality improvement and its impact on children's achievement

This is reflected in our policies and procedures throughout the nursery.

I like Forest School because we can find thingsMin Seung

Playing in the playground is the best because we can play on the bikes Amelia

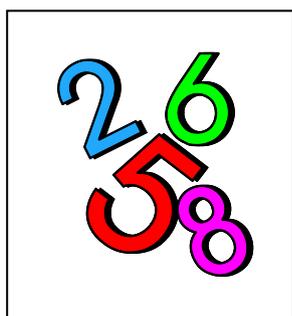
It is the responsibility of the whole community to raise standards in the basic skills of literacy and numeracy. The school was awarded the Basic Skills Quality Mark in March 2007 and again in 2010.



THE FOUNDATION STAGE

The Foundation Stage is a stage of education for all children from Birth to Five years.

The Early Years Foundation Stage is the first stage of the National Curriculum focusing on the distinct needs of children aged from birth to the end of the Reception Year in Primary School. The Early Years Foundation Stage is delivered in a range of settings. These include pre-school groups, early years centres, accredited childminders in networks approved to deliver early education, nursery and reception classes in primary schools, nursery schools and private nurseries.



The Foundation Stage has three prime areas and four specific areas of learning and development.

PRIME AREAS;

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

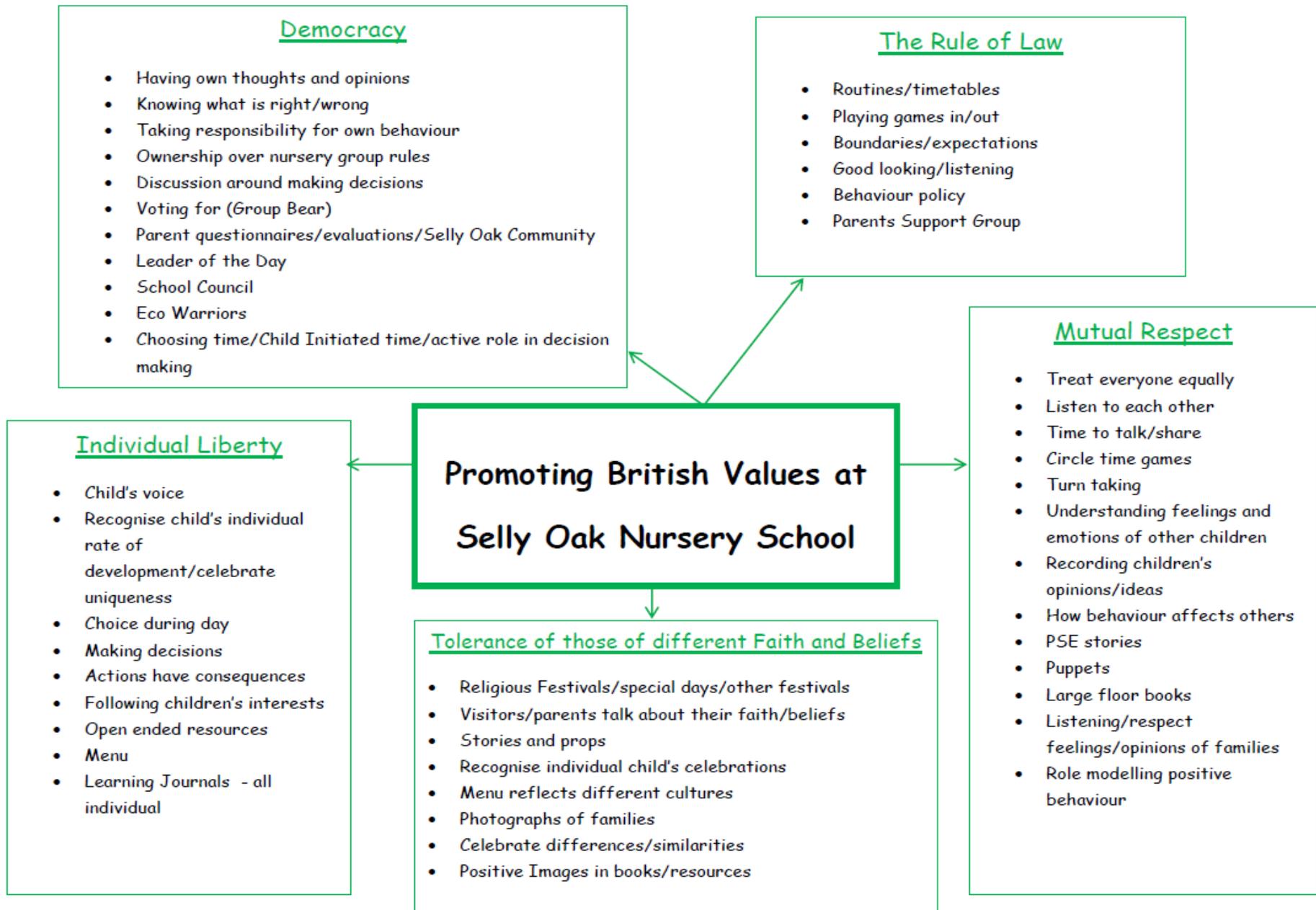
SPECIFIC AREAS;

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

This very important phase in children's learning is based on research about how young children learn.

At Selly Oak Nursery School we aim to teach children what they need to learn in the ways they most enjoy learning.

If you require any further information, please do not hesitate to ask any member of staff.



HELPING YOUR CHILD TO LEARN

Some of the things you can do that will really help your child to learn and progress well are to:

- Listen carefully to what they have to say.
- Involve yourself in their play.
- Make time to talk about things that are important to them.
- Share books, songs and stories.
- Count numbers in everyday situations.
- When out and about notice signs, colours, shapes and buildings.
- Focus on their strengths and encourage and praise their efforts.
- Help them to understand that learning sometimes involves getting things wrong.
- Understand their need to play and learn through first-hand experiences.
- Understand that they don't always want to talk about what they have done at school, and that even if they do, they will only tell you the bits that they want you to know!
- Realise that when you are 3 and 4 a day at Nursery is hard work.
- Avoid putting them under too much pressure, allow time for relaxation.
- Work closely with the Nursery and share information about your child with the staff.
- Encourage their independence.



STARTING AT NURSERY

Induction Arrangements

During the Summer Term, before your child joins us, we hold a number of events to which you are invited:

- **Getting to know you**
In June you and your child are invited to sessions where you meet staff and other parents, and your child becomes acquainted with the Nursery environment.

- **Parents Induction Meeting in July**

Meet the Staff. The Head Teacher and Deputy Head Teacher will talk generally about the philosophy of the Nursery, the Foundation Stage Curriculum, the daily routine and other exciting developments.

New children are introduced to the nursery gradually. We would like you to stay with your child for the first sessions in September, until he/she is happy and settled. All children are individuals and the length of time that -parents stay will vary. Although we have a programme for induction we will be flexible. Please talk to staff if you feel your child needs longer to settle.

Details of our September Induction can be found in your folder.

Home Visits



Either in June, July or September we hope that you will agree to a home visit. This is a fantastic opportunity to allow staff to meet your child in the home, where he/she feels secure and confident. It enables staff to begin your child's profile, as you will be the first major contributor to that profile. It will give you the chance to ask questions or express concerns in private and it begins the valuable partnership between yourself, your child and their Group Teacher. In July the Group Teacher will either arrange a home visit at the Induction Evening or contact you by telephone. Some children may receive a visit in June or July.

I love it when Jon comes and we can play football. Lewis

I love to do PE and get fit. Jamie



The School Day

It is essential that your child attends every day.

Doors open at 8.45 am and Registration is at 9.15 am.

It is really important that you are punctual as attendance and punctuality is monitored by the Local Authority and Ofsted. If you are taking a nursery place, it is expected you will follow the Government requirements not to take holidays in term time.

In the case of lateness or non-attendance due to sickness, please ring the School on 472 1700 between 8.00 and 9.00am. You can leave a message.



On arrival please access the Nursery through the main black gates leading to the main door. Please bring your child into the cloakroom area and help to take off coats. Please encourage independence as soon as possible. Children should collect their self-registration card from their peg and take it to their Group area via the Creative Art Room. This one way system avoids congestion. The Group Teacher will show your child where to place the card.

Key workers will be on hand to welcome you and your child and to have a brief chat. If you would like to chat for longer please arrange a time at the end of the school day. The Head Teacher is usually available at the beginning of the day should you wish to speak to her. If she is not available please book an appointment via the school office.

Please remember to check your child's letter envelope particularly on a Wednesday and Friday. All children must be collected at 2.55pm promptly. At the end of the session, to avoid congestion, parents should collect their child's coat from the cloakroom corridor before collecting their child. Please try to follow the one way system to help the flow. Staff will return name cards ready for the next morning.

For the safety of all children and to avoid disrupting story-time, staff are unable to leave their group and open the door before 2.55 pm. We ask parents not to collect their child early unless by prior arrangement.

Sometimes if you are staying for an event, you will need to sign in and out on our electronic system. The office staff will advise you on this.

Late Collection of Children

If you arrive after 3.10 at the end of the day, your child will go to After School Club. The Group Teacher will then attempt to reach you by phone. There will be a charge payable on collection of your child.

Groups

The children are divided into six Groups denoted by colour - Red, Blue, Yellow, Green, Purple and Orange. Your child has a special Key Worker in charge of his/her Group, but he/she will work with all staff at some point during the day. Your child will soon get to know the staff and we will soon get to know them, and you!

Daily Routines



We believe that a daily routine is beneficial to your child's learning. Young children learn best when they are feeling happy and secure and especially when they are active.

Part of your child's day is called Child Initiated Time. At this time the children plan their activities indoors and outdoors. Staff are on hand to support these activities and develop your child's learning. The children then have the opportunity to share their experiences with their teachers and the other children.

Our routine offers a time in the session when the children work within groups with staff and are introduced to basic skills in all areas of learning. This is Focused Group Time.

I love making people with play dough..... Bobbie

**I love to plant the flowers and watch them grow.
Georgie**

Our Curriculum is planned through observing children and drawing on the experiences they have already had. We will cover a wide range of topics and will keep you informed of what is going on in Nursery so that you know what sort of activities your child will be involved in and how you can help at home.

We will give you a copy of the daily routine in October.



Forest School

The Nursery is very committed to outdoor learning. Our Forest School is well established. It is modelled on the Scandinavian idea of the outdoor classroom.

The emphasis is on learning all skills in the outdoors, having the freedom to explore the ever-changing environment, taking risks and enabling children to assess risks for themselves.

This experience of learning develops individual learning styles, nurtures self-esteem and confidence, promotes communication and social skills and develops appreciation and respect for the natural environment.

It promotes an inclusive philosophy and encourages children to learn actively with first hand experiences using all their senses. It centres on the individual, developing appreciation and respect for the environment, promoting preferred learning styles and enhancing communication and social skills.

I like to cook lots of yummy things

Amy

I like to play on the climbing frame with my friends

Archie

There are many positive outcomes:

- All children have a wider range of opportunities. Many children learn better from practical experience and achieve more than in a traditional classroom environment
- Self esteem, confidence and motivation improve
- Physical, social and health improvements
- Increased confidence and understanding of a built and natural environment
- Children feel as if they have control over their environment
- Parents can become more engaged in Nursery by supporting the Forest School sessions and helping with planting, maintenance, painting and gardening

You would be very welcome to join your child's Group when timetables are in place.

BEHAVIOUR

Most of our children, for most of the time, are friendly, co-operative and well behaved. However, it is not unusual for children to display uncooperative behaviour. This can have an effect on learning, both for the child who behaves inappropriately, and for other children in the Nursery.

The Nursery Policy on Behaviour

The Nursery encourages:

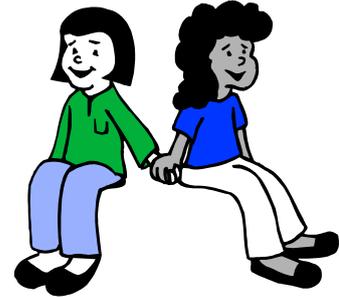
- self discipline and an appropriate regard for authority
- good behaviour and a caring attitude towards others
- respect for others

All children, staff, parents and carers are expected to adhere to our nursery rules.

Nursery Rules

At the end of the first term the children decide on the rules for their group and for the Nursery as a whole. Once decided, the rules will be on display in the Group areas and around the Nursery. We will send home a copy of these rules for you to discuss with your child.

How we work with children to support their behaviour



Staff plan and teach circle time throughout the year which focus on different elements of your child's Personal, Social and Emotional Development. Staff encourage the children to talk about how they are feeling and how their actions can have an impact on others.

- **By modelling good behaviour at all times**
- **By working with parents.** We encourage parents to expect good behaviour from the start, and we strongly value parents' participation in managing children's behaviour. We like to celebrate good behaviour, so parents should expect to hear when their child has been kind or helpful. Parents will always be informed about persistent problems, but we do not report every incident of inappropriate behaviour. Most of these incidents are dealt with immediately by the Nursery and no further action is needed.
- **Through the way we interact with children.** We listen to children and treat them with respect and kindness.
- **Through our teaching,** particularly in the Personal, Social and Emotional Development area of learning. All children are engaged in regular activities and in an environment where they are encouraged to take turns, share toys, understand the need for fair play, and develop confidence and self esteem.
- **By expecting and rewarding positive behaviour.** The purpose of doing this is to increase the amount of desirable behaviour and reduce incidents of undesirable behaviour.
- **By dealing with unacceptable behaviour** firmly, consistently and promptly. We listen to the children and encourage them to resolve any conflict. With adult support the children discuss what has happened and together a solution is sought.
- If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

A copy of the policy is in your folder.

I love everything Banyu

I like to read books in the language room

Felix

LIBRARY

The development of language and early reading skills at Nursery is of great importance. A lot of the learning is centred around books and stories. Before October half-term the staff will talk to the children about the library and send a book home for the half-term holiday. **After half-term** we will open the library, which encourages early skills such as choosing a book and sharing it with you at home.

Each week, your child can choose a book to bring home.

We urge you to support this opportunity for your child. The development of early reading skills will give him/her a good foundation for the rest of their education.

The books are arranged as follows: Fiction (Red), Non Fiction (Blue), Stories and Rhymes (Yellow), Story Bags (with a character) We try to encourage the children to manage the lending system. It is explained in the library area

UNIFORM

Selly Oak Nursery School encourages all children to wear uniform during their nursery day. School uniform is available to order from Tesco online at <http://www.tesco.com/ues> which comes fully embroidered with the School logo. Details will be provided during the Induction days / evening together with a discount voucher.

Details of the uniform is as follows:-

Gold Polo Shirt
Maroon Cardigan or Sweatshirt
Black or maroon pull-on trousers, tracksuit bottoms or leggings
FOOTWEAR: Sensible shoes or non-slip trainers
No open-toed sandals

School uniform is comfortable and suitable for outdoor play - climbing, running, riding bikes etc. It will allow your child complete independence and freedom. Do expect your child to get dirty and messy.

Please ensure that every item of your child's clothing is marked with his/her name as children do tend to remove clothes to play in water etc. We want to ensure that no items are lost. It may also possible to purchase good quality second hand uniform directly from the school.

You need spare sets of named clothes with named pumps, which can be left on your child's peg in our school bag, for those inevitable little accidents. The children would rather be dressed in their own clothes than borrow spare Nursery clothes. You will need to check bags weekly as clothes can go missing and children outgrow pumps quite quickly.

It is very important that children have suitable outdoor clothing at all times. You will not need to supply wellies as we do provide warm, high quality, waterproof clothing and wellies when children are working in our outdoor Forest School environment.

The children should not bring a school bag as cloakroom space is limited.

Please do not allow your child to bring any personal possessions, such as toys, into nursery unless asked to do so by a member of staff. Small items can easily get lost and cause unnecessary upset at the end of the day when they cannot be found.

We ask that you wait until you are off the premises before giving your child snacks and drinks.

**I like to play with the magnetic lego because it all sticks together and I can make really clever things
.....Florence**

OUR CHILDRENS HEALTH AND WELL BEING

How do we keep our children healthy?

As practitioners and parents/carers we need to acknowledge that:-

- Children need to get enough sleep.
- Children need to play outside every day, in all weathers - fresh air and natural light is crucial.
- Children need to eat a balanced diet of healthy food.
- Children need to drink plenty of water.
- Children need to get plenty of exercise to allow their bodies to be challenged and to stimulate all their vital organs. We have some PE bags that you can borrow.
- Children need to establish good personal habits with toileting and personal hygiene.



How do we ensure our children's wellbeing?

As practitioners and parents/carers we need to acknowledge that:-

- Children's wellbeing is more than the absence of illness.
- Children's wellbeing goes beyond life satisfaction.
- Children need to have good physical health and good health behaviours (see above).
- Children need to be resilient (have the ability to cope with adverse circumstances).

When our children present with good health and wellbeing, they are better equipped to begin to learn. They feel safe and secure, they are able to watch, imitate and be supported by the adults around them. They can self regulate and can process multi-sensory experiences. They are confident to accept cognitive and physical challenges and are able to articulate their own learning.

I love snack time with my friends. We eat lots of healthy fruit and vegetables.

Hadley

I like playing with the sand and making it into cement

Arlo

HEALTH AND SAFETY

Health

- If your child has a medical condition and/or has to take any medication on a regular basis please see Miss Foster. She will ask you to sign some relevant paper work and ensure that your child will be given the appropriate medication when needed. Doctor prescribed antibiotics must have the Pharmacy label attached and arrive in an air tight container with a spoon. We would expect a child on antibiotics to be at home until well enough to return to school.
- Children with asthma will be encouraged to participate fully in all activities. All parents must inform us of their child's condition on registration. An asthma record will be kept and all staff will be informed. Details of specific treatment will be obtained in writing when the child starts nursery. Inhalers will be kept in a central, but secure place for quick and easy access at all times. Reference will continually be made to the Policy for Schools by the National Asthma Campaign. We keep an emergency Asthma kit in Nursery for children with Asthma. Parents will be asked to sign a permission form for staff to use the inhaler should a child's own inhaler stop working.
- To ensure a healthy Nursery environment please note that with some illnesses your child must stay away from nursery for a certain number of days



Chicken Pox	6 days - starting from the appearance of the last crop of spots
Measles	7 days - starting from when the rash can be seen
Mumps	7 days at least, certainly well after the swelling has gone down
German Measles	7 days - starting when the rash can be seen
Whooping Cough	21 days - starting from the beginning of Whooping Cough
Sickness or Diarrhoea	48 hours - starting after the last bout of sickness or diarrhoea
Scarlet Fever and Sore Throats	Keep your child at home until properly fit
Conjunctivitis	Needs to be treated and the child should be kept at home until recovered
Impetigo	Very infectious, take advice from your GP
Head lice	Very infectious, take advice from doctor or pharmacist. Treat as soon as possible. Inform school immediately.

➤ If your child is ill at Nursery, we will try to contact you immediately. Please ensure that we always have a recent telephone number so that we can do this easily. Any change of address or telephone number should be given in writing to the school office. In the unlikely event of an emergency and the parent not being available, the Head Teacher or a staff member will assume charge and, if necessary, will take the child to hospital along with all the relevant details.

➤ Should your child be ill and you decide that they should not attend Nursery please telephone the School as soon as possible, preferably between 8.00 and 9.00 am. We have to record all absences and ensure that they are authorised, ie a medical appointment or illness, etc. If your child has a contagious illness your doctor will advise you of how long to keep them at home. Please take your doctor's advice to lessen the spread of infection between the children. If your child is unable to attend nursery for longer than one week please inform the Head Teacher in writing.

➤ Your child will inevitably have minor accidents at school. It is our policy to inform you of any such accidents and record them in our group Accident Book. If your child has a bumped head we will inform you in writing so that you can be vigilant and ask that you return the signed form to the Group Teacher.

➤ Please remain vigilant about head lice and check your child's hair regularly.

➤ Near miss forms are available, should you be concerned about any safety issue.

Hygiene

➤ Good personal hygiene is taught and practised. Parents can help by keeping nails short as accidental scratches from dirty nails can turn septic.

➤ Please encourage your child to wash hands after visiting the toilet.

Safety

➤ The nursery is situated on Tiverton Road with no vehicular access or parking. During the mornings the road is very busy and we appeal to parents to park cars legally and safely.

➤ **THERE IS A NO PARKING ZONE OUTSIDE THE NURSERY BETWEEN 8AM AND 4PM.**

➤ We do teach road safety and would appreciate your help in re-enforcing this important aspect of education. The local community police patrol the road and regularly issue parking tickets or tow away cars.

➤ If you have any suggestions to continually improve the safety of our immediate environment please let the school know. We have an agreement with Bournbrook Social Club on Hubert Road that allows parents/carers to park between the following times 8.45 - 9.15 and 2.45 - 3.15. We hope to have direct access to the School via the car park during these times only. Additionally, 90 minutes of free parking is available on the Aldi carpark.

PLEASE ENSURE THAT YOU ALWAYS CLOSE DOORS AND GATES SECURELY BEHIND YOU.

➤ Please do not smoke on the Nursery premises, including the school grounds.

➤ Please do not bring dogs (except guide dogs) beyond the front gates on Tiverton Road.

➤ Please switch off mobile phones whilst on the premises.

➤ If you would like to send in items for your child's birthday celebration please send only cakes, biscuits, fruit etc, rather than lollipops and sweets. Any food brought onto the premises for children should be shop bought so that we can check the ingredients and ensure that there is no risk to any child's health.



- Please do not allow your child to bring any sweets or snacks into nursery. We need to be extremely careful in case of allergic reactions. Please wait until you have left the premises before providing your child with snacks. As a Healthy School we would rather parents monitored the amount of sweets children have.
- Jewellery is not allowed at Nursery for safety reasons.
- If any person other than yourself is to collect your child from school, it is essential that you inform the child's Group Teacher or the School Office personally between 9.30 am and 2.30 pm. Please do not leave a telephone message. A child cannot be collected by anyone under 16.

LATE COLLECTION

In the event of an emergency please inform us immediately if you are going to collect after 3.00 p.m. At 3.10pm we operate our late collection policy where your child will be put in to Out of School Club (at a charge) and the Group Teacher will attempt to contact you by phone. If the Group Teacher is unable to contact you, they will refer to the school's 'Left Behind Children' policy.

SAFEGUARDING AND CHILD PROTECTION

Our first priority is to your child's well-being and safety. There may be occasions when concerns about your child mean we have to consult with you and also outside agencies such as Speech Therapists, Health Visitors and Social Workers. We are committed to the highest standards in protecting and safeguarding the children entrusted to our care. We are required by law to follow the Birmingham Safeguarding Procedures should we feel at any time that a child might be at risk. In most cases we would involve parents/carers. However, there are times when this might not be possible. Should you wish to know more about these procedures please ask to read the policy in the office or visit our website. Our Designated Safeguarding Leads are:-

- 1). Mrs James - Head Teacher
- 2). Miss Foster - Deputy Head Teacher
- 3). Mrs Wilson - Teaching Assistant
- 4). Mrs Baxter - Out of School Club Manager
- 5). Mrs Evans - Deputy Out of School Club Manager (am) / (pm)

Photographs / Videos

We ask for your written permission regarding the use of photographs and videos of your child. These may be used for displays, our website, learning journey books or for publication in the local newspapers as promotion for the school.

Due to the Data Protection Act, we are unable to allow you to take videos or photographs of the children.

Internet



There are lots of cars at Nursery Ethan

At the Nursery we use the Internet to access lots of exciting activities and interesting information. This is via Computers and iPads.

Children are supervised at all times when using the Internet. Parents are required to complete a consent form to allow their child to be involved in any activities.

The school's ICT network is monitored by Policy Central. This is a sophisticated and adaptable monitoring and filtering software that puts a stop to computer misuse in the workplace, in school and at home.

Holidays



Please follow the Government Guidelines enclosed. Ofsted and the Local Authority monitor attendance and punctuality and do not sanction holidays being taken in term time. Your child's place is funded and we believe that such an absence often affects the progress and well being of individual children.

School Closure In An Emergency



If it is necessary to close during the school day (when children are in school), all children will remain in school until collected by their parents. Some parents may wish to collect their child early and should ring to make arrangements to do so.

In the event of heavy snow falling overnight, the school's Leadership Team will make a decision as to whether it is safe to open. If a decision to close the school is made, we will attempt to contact you. This may be via Text Message, Email or telephone call. It is therefore important to ensure the school office always has your up to date contact details. If you do not receive a text / email / call, you must assume that school is open. This will also be the procedure should school need to close for any other kind of emergency.

The decision is made on the following criteria:

- Safety of children and staff
- Road and pavement conditions
- Distance travelled by staff and children

I like to learn about the shapes and I can use the shapes to build things
Tara

Emergency Phone Number

We ask that parents/carers complete the enclosed form giving one main contact number which will be stored in our online emergency system. Should we have to evacuate the Nursery in an emergency a text message will be sent out to all parents. In such an instance we will relocate to Tiverton Academy School.

I love coming to Nursery, it is fun and we learn lots of new thingsTracy

I like to do lots of painting and I like to mix the colours.

Erin

I love playing with the dinosaurs and making up stories
Rowan

PARENT/CARER PARTNERSHIP AND PARTICIPATION

At Selly Oak Nursery we believe that parents are their child's first and most enduring educators. It is vital that parents/carers and the Nursery work in partnership to ensure the best opportunities for children. To this end, we aim to involve you in the following ways

➤ Daily Contact

We have an open door policy which means that you are welcome to come into school to speak to staff or the Head Teacher about your child. If you require a specific appointment to speak with staff privately, we will accommodate you. If you would like to

speak to staff at the end of the day you will need to wait until all children and parents have left the group area.

➤ Newsletter / Letters

You will receive a weekly newsletter to inform you of important events, dates etc in the first instance. Once the children are settled, we will be asking you if you would like to receive your newsletter by e mail. Other letters will be regularly sent home to give more specific information when needed. Letters and information will also be posted on the school website.

➤ Curriculum Information

Each week the curriculum planning will be displayed in the outdoor entrance area and a brief resume in the weekly newsletter. This will inform you of the kind of activities the children will be experiencing. Sometimes



we will suggest activities in the newsletter which you could complete at home with your child. We also have Impact workshops throughout the year. These sessions are opportunities to observe more about how your child learns, thinks and solves problems. If you have any questions about our Curriculum, please ask the Nursery staff.

➤ **IMPACT project**

During the year we run the IMPACT project (Involving More Parents and Children Together.) There are 4 interactive workshops which start with a short presentation before your child joins you for activities and there will be a resource pack to take home. An adult has to attend the workshops for every child and we will give you the dates early so you can put them in your diary.

➤ **Coffee Mornings**

There will be an opportunity for you to come along and meet with your child's Group Teacher and other parents in your child's group at the start of the Autumn Term. You can chat about your concerns, celebrations or just make the meeting a social occasion. It will also be an occasion for us to give you specific information.

➤ **Eco Developments**

We are proud to have been awarded the Eco School Bronze, Silver and Green Flag awards. The children benefit from raised awareness about how simple measures such as recycling paper, composting fruit and vegetable peelings, and turning off lights and computers can help our planet in a positive way. The children have fantastic opportunities to appreciate the diversity of the birds in our local environment and contribute to national statistics when they take part in the RSPB Bird watch. Being an Eco-Warrior for a day gives the pupils a position of responsibility.

➤ **Special Educational Needs Developments**

If you have any worries about your child and their development it is important to talk to his/her Group Teacher. A child may have special needs for a number of reasons, for example, slower progress than expected in various areas of development, a known disability, or be particularly gifted. Some children with special educational needs are identified before they start nursery which enables us to continue to support them.

If members of staff have any concerns then we will speak to you. If it is necessary, the Special Educational Needs Co-ordinator, Miss Laura Foster, will contact other agencies such as local Children's Centres, Pre-school Specialist Support Service, Speech Therapists, Occupational Therapists, Physiotherapists, Educational Psychologist or Victoria Outreach Service, with whom we work closely and who are happy to offer support and advice to both staff and parents.

From September 2014 there were big changes occurring in SEND provision within Schools. The Code of Practice will now support children and young adults from birth to 25 years old. There will be more focus on joint planning and close co-operation between education, health and social care. All Local Authorities have to provide a 'local offer' which sets out the provision available for children and provides parents with more guidance.

➤ **Records**

The Nursery staff will keep individual pupil records based on observations and assessments. These are always available for discussion with parents. We regularly observe and assess children so that we can monitor and develop their progress in all of the six areas of learning. Each child has a 'Learning Journey' book with annotated pieces of work and photographs. You will be encouraged to contribute to these learning journey books on a regular basis. The children also have a folder with developments in their basic skills. The staff keep detailed records and written observations of each child. All records will be passed on to the receiving Primary School on exit.

➤ **Parents Consultation**

We will hold a Parents Consultation Evening in the Autumn, Spring and Summer Term when there will be an opportunity to speak to you individually, share your child's targets and report to you about your child's progress. At the end of the Summer Term you will receive a brief report about your child's progress in the seven areas of learning.

We are always trying to involve and inform parents/carers effectively. We regularly send out questionnaires to gather your views and to evaluate what is happening in nursery, for example Induction Process, Healthy School Questionnaire, Physical Development. Your participation will help us to improve our practice. We feedback via the weekly newsletter and through a report available in the entrance area and on our website.

Likewise we feel that it is important that you inform us of anything that may affect your child in school.

➤ **Parents Notice Board**

There are parent's notice boards in the cloakroom corridor and in the outdoor entrance area. Please check daily or add anything you feel is appropriate information for other parents. Leaflets are also available in this area. We have a noticeboard about keeping families and children safe. If you require any further information, please speak to the office staff or the schools Designated Safeguarding Leads.

➤ **Transition to Primary School**

During September we invite Head Teachers from local Primary Schools to talk to parent/carers about their school. This will give you the opportunity to ask questions as part of a smaller group. Please come to as many sessions as you would like to before making your decision. Dates and details will follow in September. You must apply for your School Reception Class place as soon as the dates are published in the Autumn Term. We will keep you fully informed.

MONEY MATTERS

All children are entitled to at least 15 hours of free education each week. Should you be interested in increasing these hours the School does offer a number of full time places and extended hours at an additional cost.

Details of costs can be found in the School's Terms and Conditions document, which is available on request. Places are subject to availability.

Late Collection from Nursery

At 3.10pm your child will be taken to Out of School Club. The charge will be £7.50 until 3.30pm. After this time the payment will be £13.00, payable on the day.

Selly Oak Out of School Club

We have a breakfast session from 7.30 - 8.45 am and a teatime session from 3.00 - 5.45 pm, each school day. Should you be interested in registering your child or if you would like details about the club's costs and activities, please ask for a prospectus from the school office or the Out of School Club Manager.



Payment of Fees

All fees and other costs need to be paid on-line using the School Money system by the 9th of each Month. Every parent will be provided with login details and a password.

Frequently asked questions...

Do I have to pay online?

Yes, due to security reasons all payments need to be made on-line. The office is unable to handle and store cash on site. If you cannot pay by this method, it may be possible to pay via Pay Point at a local shop / post office. The school office can provide details.

What happens if I change my mobile number or email?

Make sure that any changes to your details are passed onto the school as soon as possible to enable us to update your details.

Does the system store my card details when I make a payment?

No, each time you start the payment process you will need to enter your card details. No confidential information is stored.

What happens if I forget my password?

The password and payment details will be included in each payment message that we send you. We can also re-send your password details at any time - just speak to the school office.

What payments can be made online

Top Up Fees (if applicable)

Out of School Club Fees (if applicable)

School Trips

School Fund

Can we pay using Childcare Vouchers

Yes, we accept all of the major firms vouchers.

Payments will show online.

LUNCHTIME HEALTHY LUNCH BOXES

Lunch time at Selly Oak Nursery is completed in two sittings and it is a social time for children, a time to chat quietly with their friends and eat a healthy balanced packed lunch.

Parents will need to provide their children with a healthy packed lunch unless they are eligible for free school meals. If your child is entitled to free schools meals you will need to complete a form, which has been provided in your induction pack. A packed lunch is provided as a free school meal.

Please ensure your child's lunch box is named with a permanent marker, that your child can recognise it and that there is a freezer pack inside.

In January 2007 we became one of two nursery schools to receive the Birmingham Healthy Settings Award. In June 2010 we achieved the Silver Award. As a Healthy School we will promote the following:

- **Take care of our bodies and exercise regularly**
- **Eat 5 portions of fruit and vegetables each day**
- **Cut down on salt, sugar and fat**
- **Eat a variety of foods**
- **Drink more water**

To ensure Nursery can maintain this status we ask that you think carefully about what you put in your packed lunches, chocolate, sweets, fizzy drinks are not appropriate. Please ensure there are no nuts in the lunch boxes due to allergies. Lunches could include sandwiches, wraps, fruit, vegetables, yoghurt, cheese and crackers, dried fruit, salad etc



More idea's will be provided at the beginning of the year to ensure every child gets the healthy balanced lunch they need to grow and learn.

SCHOOL TRIPS

We hope to take the children on several exciting outings over the year. Parents are asked to sign a consent form to allow their child to participate. We always like you to accompany your child if possible. Our ratio is 1:2 but we do prefer 1:1. We will give you lots of notice about school trips. Any family member over 18 can accompany your child. There will be a charge for these activities.

HELP IN NURSERY

Each year, we encourage parents to take responsibility for organising Fundraising and Social Events. The money raised from these events is an essential part of the nursery's financial budget. Parents, friends and carers have a lot of fun attending the events. Please support us if you can and bring any ideas of ways to raise money. We also value your help in many areas of nursery life.

We would love to know what skills you could offer to the Nursery.

We will let you know in September of the ways in which you can support us, eg joining a Fund raising Group, supporting learning in Nursery, making resources or joining a Focus Group.



The school has a Governing Body - if you are interested in joining this please contact the School Office as you would be very welcome

COMPLAINTS

Our school procedure for dealing with complaints is set out below:

1. We expect all our pupils, staff and parents to listen carefully and respectfully to each other.
2. Your Group Teacher should deal with minor complaints. If your concern is not resolved please see Miss Foster, the Deputy Head Teacher. If you are still not satisfied you should contact Mrs James, the Head Teacher.
3. All serious complaints should be directed to the Head Teacher. The Head Teacher will always meet concerned parents in order to resolve difficulties.
4. Parents who are still not satisfied should contact the Chair of Governors. Name and telephone number can be obtained from the school office.

AND FINALLY

All of our policies are available in the office and most are on the school website for you to read during the year. The School Improvement Plan and School Evaluation Form are reviewed annually in consultation with all staff and the Governing Body. They are available in the entrance area for you to read.

Staff are encouraged to develop professionally and often attend courses. Several days in each school year are designated for staff training, usually on Wednesdays. You will be notified of these dates well in advance. We hope that both you and your child will be very happy with us and we look forward to working with you.

I love to be in the creative room and make pictures with the glue
Dorra

We learn about different jobs in role play and its fun

Sophie

SCHOOL TERM DATES

2017-2018

AUTUMN TERM 2017

4th September to 20th October

HALF TERM

30th October to 22nd December

SPRING TERM 2018

8th January to 16th February

HALF TERM

26th February to 29th March

SUMMER TERM 2018

16th April to 25th May

HALF TERM

4th June to 20th July

2018-2019

AUTUMN TERM 2018

3rd September to 26th October

HALF TERM

5th November to 21st December

SPRING TERM 2019

7th January to 15th February

HALF TERM

25th February to 12th April

SUMMER TERM 2019

29th April to 24th May

HALF TERM

3rd June to 19th July

The Nursery will also be closed for an additional number of staff training days during the school year, and bank holidays.

Advance notice of these closures will be given

USEFUL SOURCES OF INFORMATION FOR PARENTS:

<https://www.gov.uk/early-years-foundation-stage>

www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare This Parent Centred website provides a wide range of information about your child's education. This includes an online guide to the curriculum for parents, a search facility which lets you look up information about schools in your area, a search of educational resources to help you and your child to work together and detailed information about many areas of education both in and out of school.

www.home-start.org.uk Offers friendship, support and practical help to parents with young children.

www.ncb.org.uk A leading national charity, which supports children, young people and families, and those who work with them.

www.foundationyears.org.uk A resource for all those who work in the foundation stage delivering services for children and families.

http://bhamsouthcentralccg.nhs.uk/b-papers/doc_download/186-a-guide-for-parents-and-carers-of-children-from-0-5-years - Common Childhood Illnesses - A Guide for Parents and Carers of children from 0-5 years - NOTE The Guide will download as a PDF.

LOCAL PRIMARY SCHOOLS

- St Edwards RC Primary School, Selly Park
- St Marys C of E Primary School, Selly Oak
- Bournville Infants School
- Raddlebarn Primary School
- Tiverton Academy

USEFUL WEBSITES FOR CHILDREN:

- www.activityvillage.co.uk
- www.bbc.co.uk
- www.citv.co.uk
- www.disney.go.com
- www.dltk-kids.com
- www.educationcity.com

FAIR PROCESSING UNDER THE DATA PROTECTION ACT

Schools, local education authorities and the Department for Education (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why the data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring, to the Department for Education (DfE).

The **Local Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs a pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the DfE in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

The School at:	26 Tiverton Road, Selly Oak, Birmingham B29 6BP
The LA's Data Protection Officer at:	Martineau Education Centre, Balden Road, Birmingham B32 2EH
The QCA's Data Protection Officer at:	QCA, 83 Piccadilly, London W1J 8QA
The DfE's Data Protection Officer at:	DfE, Caxton House, Tothill Street, London SW1H 9NA

IF I HAD MY CHILD TO RAISE OVER AGAIN

If I had my child to raise all over again,

I'd finger-paint more - and point the finger less

I would do less correcting - and more connecting

I'd take my eyes off my watch - and watch with my eyes

I would care to know less - and know to care more

I'd take more hikes and fly more kites

I'd stop playing serious - and seriously play

I would run through more fields and gaze at more stars

I'd do more hugging and less tugging

I would be firm less often - and affirm much more

I'd build self-esteem first, and the house later

I'd teach less about the love of power, and more about the power of love.

Nurturing Emotional Literacy
by Peter Sharp

All I ever really needed to know
I learned in kindergarten

Most of what I really need to know about how I live, and what I do, and how to be, I learned in kindergarten. Wisdom was not at the top of the graduate school mountain, but there in the sandbox at nursery school.

These are the things I learned: Share everything. Play fair. Don't hit people. Put things back where you found them. Clean up your own mess. Don't take things out that aren't yours. Say you're sorry when you hurt somebody. Wash your hands before you eat. Flush. Warm cookies and cold milk are good for you. Live a balanced life. Learn some and think some and draw and paint and sing and dance and play and work every day some.

Take a nap every afternoon. When you go into the world, watch for traffic, hold hands and stick together. Be aware of wonder. Remember the little seed in the plastic cup. The roots go down and the plant goes up and nobody really knows how or why, but we are all like that.

Goldfish and hamsters and white mice and even the little seed in the plastic cup - they all die. So do we!

And then remember the book about Dick and Jane and the first word you learned, the biggest word of all: LOOK. Everything you need to know is in there somewhere: the Golden Rule and love and basic sanitation, Ecology and Politics and sane living.

Think of what a better world it would be if we all - the whole world - had cookies and milk about 3 o'clock every afternoon and then lay down with our blankets for a nap. Or if we had a basic policy in our nation and other nations: always to put things back where we found them, and clean up our own messes. And it is still true, no matter how old you are, when you go out into the world, it is best to hold hands and stick together.

Robert Fulghum, Harper Collins