Westfield Nursery School

Prospectus

Westfield Nursery School, Westfield Road, Dunstable, Beds. LU6 1DL
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Website: www.westfieldnurseryschool.org

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About Westfield Nursery School

Westfield Nursery School is an 'outstanding' 156 place Local Authority Nursery School for 3 & 4-year-old children and an additional 64 places specifically for 2-year-old children. It was described by Ofsted (June 2016) in the following terms:

'Children's achievement and progress are outstanding. Staff work together as an exceptionally dedicated team who care for children and their families very successfully.'

If you would like to read the full report, you can log in at www.ofsted.gov.uk.

Our Nursery offers a great start to children's education, with excellent standards of achievement and progress, which will equip children for life during their next stage of schooling and beyond. We are a supportive and inclusive setting and nurture children's skills, talents and interests.

The hardworking, enthusiastic, and dedicated staff are caring and sensitive to developing and growing children, and in meeting their needs. We look forward every day to being with the children, working and engaging with them in varied and exciting experiences provided.

We recognise that education is a partnership and value the contributions parents, carers, grandparents and members of our local community make to support the children with different aspects of their educational experience.

Vision

'Inspired beginnings; outstanding future'

Aims

We aim to develop happy, considerate, independent and self-confident children and to inspire them to discover that learning is fascinating, meaningful and fun.

We work to achieve this by:

Nurturing-

- each child, their differences and needs, and respecting their family and background, giving rise to mutual respect and understanding.
- close partnership with parents and carers, who we value as children's first and most enduring educators.
- the seeds of hopes and dreams.

Encouraging-

- children to explore a well-planned, imaginative, stimulating and challenging environment both indoors and outside.
- children to solve problems and become independent thinkers and learners; building resilience
- children to develop a positive self-image and attitude to learning so that they can achieve their best socially, creatively, intellectually and physically.
- children in 'school readiness'
- parental involvement and links with the community.

Providing-

- a welcoming, happy and safe place where there is time for laughter and joy in learning together; sharing and making friends.
- high quality education and care based on our professional knowledge of how young children learn.
- a safe, secure and encouraging environment where it is accepted that powerful learning often involves taking risks, making a mess and making mistakes.
- opportunities for children to learn through self-chosen, independent and supported play, where children progress.
- a high quality, positive and enthusiastic staff team.
- on-going development of the staff's professional knowledge, understanding and practice.

Classes
Nursery runs along the same lines as a school and is open for 38 weeks of the year, term time only.

Bumble Bees Class is our unit for two-year olds and is open Monday - Friday from 8.45am to 11.45am and 12.30pm to 3.30pm. This class takes funded two-year olds for 15 free hours per week, the term after their 2nd birthday. We also offer paid places part time for a morning or afternoon session.

Ladybirds, Caterpillars and Butterflies Classes are for our three to five-year-old children. We offer 15-hour government funded provision, 30-hour government funded provision with a top up to cover the length of the school day. Running Monday – Friday, morning sessions are from 8.45am to 11.45am. Afternoon sessions are from 12.30pm to 3.30pm. Children who stay all day start at 8.45pm and finish at 3.30pm. We use an admission policy to manage our waiting list. These children are admitted the term after their 3rd birthday.

We do not currently offer flexible hours.

Staff

Mrs Collins	:	Head Teacher
Mrs Cavendish	:	School Manager
Mrs Bygate	:	Administration Assistant
Mr Dixon	:	Caretaker

Ladybirds Class

Mrs Cygan	:	Lead Practitioner
Mrs Nevard	:	Teaching Assistant
Miss Pratt	:	Teaching Assistant

Caterpillars Class

Miss Shaw	:	Lead Practitioner
Miss Dhenin	:	Teaching Assistant
Mrs Bridges	:	Teaching Assistant

Butterflies Class

Mrs Begley	:	Lead Practitioner
Miss Palmer	:	Teaching Assistant
Miss Cartwright	:	Teaching Assistant

Bumble Bees Class

Mrs Sharp	:	Lead Practitioner
Miss Heading	:	Teaching Assistant
Mrs Ghent	:	Teaching Assistant
Miss Copeland	:	Teaching Assistant

Cover

Miss Haywood	:	Teaching Assistant

Governors

Miss Boyle	:	Chair of Governors
Mrs Collins	:	Headteacher
Mrs Begley	:	Staff Representative
Mr Meredith	:	Community Governor
Ms Freckleton	:	Parent Governor
Mrs Haughton	:	Parent Governor

All the staff are highly qualified and have a great deal of experience and expertise working within Early Years. They have received training in First Aid, Safeguarding and Health and Safety. In addition, the staff are continually involved in training that will enhance children's learning to ensure that all children at Westfield Nursery School receive a high-quality education.

Admission Arrangements

You may register your child for a place when your child is one. Children may start in the 2-year-old provision the term after they turn two. Many children start the main Nursery in the term after their third birthday and they transfer to Lower/Primary school the September after they turn four.

Children start in the afternoon sessions and as spaces become available, they may change to the morning sessions if spaces are available. We organise the sessions in this way to ensure the needs of the children are met fully.

You are welcome to visit the Nursery and talk to one of the staff, who will be pleased to show you round. We would ask that you telephone first.

A Typical Day

Morning Session

Outdoor play	08:45
Bell rings	08:55
Message board/greeting/phonics	09:00
Work Time inside	09:15
Tidy Up Time	10.15
Snack Time/ Review	10.20
Work Time outside	10.35
Tidy Up Time	11.25
Large Group Time	11.30
Home Time	11.40-11.45am

Afternoon Session

Outdoor play	12.30
Bell rings	12.40
Message board/greeting/phonics	12.45
Work Time inside	1.00
Tidy Up Time	1.50
Snack Time/ Review	2.00
Work Time outside	2.15
Tidy Up Time	2.55
Large Group Time	3.15
Home Time	3.15-3.30pm

This is for guidance only.

During each session children will be able to have a healthy snack which they enjoy sitting around the table in the Nursery. This is where they have access to their free school milk. This is an opportunity for them to pour drinks carefully and socialise. All this is carefully supervised by a member of staff.

Early Years Foundation Stage Curriculum

All the activities that are planned in the Nursery are based on the Early Years Foundation Stage Curriculum (EYFS). This ensures that the children can develop many of the skills that will enable them to progress onto the next stage in their education with ease and confidence. Below are the key factors of the EYFS.

Area of Learning & Development	Aspect
Prime Areas	
Personal, Social and Emotional Development	Making Relationships
	Self-confidence and Self-awareness
	Managing Feelings and Behaviour
Physical Development	Moving and Handling
	Health & Self-care
Communication and Language	Listening and Attention
	Understanding
	Speaking
Specific Areas	
Literacy	Reading
	Writing
Mathematics	Numbers
	Shape, Space and Measure
Understanding the World	People and Communities
	The World
	Technology
Expressive Arts and Design	Exploring and using Media and Materials
	Being Imaginative

More information on the EYFS available on www.foundationyears.org.uk & www.education.gov.uk/publications

We encourage children to learn through their play - we are outside every day in all weathers, so children need to be wrapped up warm during the cold weather, wearing a suitable coat and shoes.

We offer a broad curriculum and a range of rich and exciting learning opportunities supported by qualified and experienced staff. We extend and challenge the children's developmental needs through active learning and practical hands on experiences

The children are encouraged to make choices, plan activities, organise resources discuss and review what they have done to help the children to begin to organise their own learning.
There are opportunities throughout the sessions for the children to talk, listen and to be listened to.

Settling In
Before your child starts Nursery, we will invite you to a new starters meeting and we will arrange a home visit so we can find out about your child in familiar surroundings. During settling in week, we encourage parents/carers to stay with their child as long as necessary for their child to settle in happily. This will vary from one child to another. We need parents/carers to stay for an hour during the first session then take them home even if the child seems happy. After that, it may be that your child tells you to go home, or they may need you to stay for several more sessions; either is okay. We will contact parents/carers if there is a problem; therefore parents/carers need to keep phones switched on please. Contact phone numbers also need to be kept up to date as it can be very distressing for children if their grown-up is not contactable, especially if they are unwell.

Remember that the grown-ups probably feel more worried than the children. It is important to keep smiling and be positive. If a child is feeling anxious or tearful, it can help to arrive in good time so that they can have time to settle before the session begins. Once your child is settled, smile and leave cheerfully- most tears stop as soon as you are out of sight. If there are continuing problems, we will always let parents/carers know.

Your child may come home very excited and eager to talk about every detail of their day, or maybe not say much at all. Both attitudes are quite normal. Remember after a busy session at nursery they may be very tired. Be ready to listen when they want to talk to you.

Supporting Learning

One of the most important things that you can do to help your child is to talk to them. Talk about anything and everything and just as important, listen to what they say. A simple walk to the local shop can become more fun if you point things out on the way, let them help with the shopping. Your child will be able to communicate more effectively if they have a good vocabulary.

At age two children should have a vocabulary of 200-300 words. At three years children can have a vocabulary between 500-1,100 words (Ref- Child talk).

Children like to be independent it makes them feel very grown up. Support your child by encouraging skills like putting on their own coats; you will be amazed by the sense of pride they will show when they achieve something themselves. Try letting them help with jobs at home, such as dusting, cooking or washing up. Being able to go to the toilet by themselves is of great importance and we do encourage you to make sure they are clean and dry when they start nursery. If they have not managed this before starting nursery do not panic, please tell the teacher and they will work with you and your child.

Toys need not be expensive. Children can get just as much fun from a few boxes! Try to make sure that they have access to pencils, crayons and paper. Scissors, glue and paints are lovely; however, they need a bit more supervision.

Research has shown that children who know Nursery Rhymes and are read to at home make much better progress with reading when they start school. At nursery we have a large collection of attractive books and children can choose a book to take home each day. Please take the time to share your child's book with them.

We hold regular 'Stay and Play Days' which show you what your child does at Nursery whilst providing ideas for supporting learning. We also send home half termly challenges for your child and you to enjoy together. Please check the parents notice board in each classroom which shares information with you. On the board you will find a home learning section which asks you to support something we are working on in Nursery, such as putting on coats independently.

Remember, the most important thing is to make your child feel that what they do at home and at Nursery is valued. If you have something special to share about what your child has achieved, please share that with your child's class teacher.

There are a lot of leaflets on the website (electronically) and in the entrance hall (paper copy) about how parents/ carers can support their children.

Communication

At Westfield Nursery we want to work in partnership with parents/carers. The more we talk to each other, the better it is for the children.

If parents/carers want to chat to a member of staff about their child, the best time is at the beginning or end of the session. For longer discussions, please make an appointment.

Parents/carers are welcome to come into nursery at any time and just spend some time with their child and to see what they are doing.

We send regular newsletters to let parents/carers know what is going on.

Each term you will be invited to come into nursery for a consultation to discuss children's progress and attainment with his or her key worker and to look through their Learning Journey's.

Attendance/ Absence

Regular attendance is crucial for all children. If they do not attend they cannot learn. We would ask that parents/carers only keep children at home if they are ill. Adults are asked to phone (01582 608650) to inform us of absences.

	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best attainment they can, leading to the best possible start to their education.
	95% Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their targets and will be well prepared for starting their educational journey.
	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
	85% 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.

Punctuality

It is very important that children arrive at Nursery on time. Arriving late and having to join the class once after the session has started can be very distressing for children. It also has a disruptive affect on the group. More importantly, children will miss out on crucial learning opportunities.

Collecting Children

Children must be collected by an adult (over 16 years of age). If someone different is collecting your child, please let us knows in advance - a telephone message is fine. If we are in any doubt, we will check before letting your child leave the nursery. We do operate a password system. If you are going to be late collecting your child, please phone and lets us know so that we can tell your child. Several late collections will result in a fine and continuous late collection could result in your child losing their place. If parents/carers are over 15 minutes late with no contact made we will have no other option but to contact the police/Social Care and report this. They will then take responsibility for your child.

Other Information

Behaviour

We have a behaviour management policy based on the belief that children respond best to positive praise and encouragement. We are very happy to share strategies with you if you feel that it will help you to support your child in a positive manner. Please ask the staff if you would like us to share this policy with you. To support our positive behaviour strategy we encourage children to:

- Be kind
- Walk inside Nursery
- Use quiet voices inside Nursery
- Take turns and share
- Look after our Nursery

We use conflict resolution when necessary, using the following approach:

1. **S**top any hurtful actions & approach calmly
2. **T**alk to each child about their feelings
3. **O**ffer help by gathering information
4. **N**eutralize the problem by restating it
5. **E**veryone shares their ideas and let the children decide on a solution
6. **S**upport and follow up with the children

Child Protection

It is our duty to protect the children we care for at our Nursery school. We therefore strictly follow our Safeguarding and Child Protection Policy.

Clothing

The Nursery has a uniform consisting of a white T shirt and navy sweatshirt. It is not compulsory, but most parents find that children like to wear it, and it saves their other clothes from getting messy. We keep the cost of the uniform as low as possible. Apart from this, we like children to be independent, and to wear clothes which they can manage by themselves. In cold weather they do need to have a coat. Children should not wear jewellery to Nursery, except for simple stud type earrings. We ask that you all clothing and belongings are named.

Complaints Procedures

Please talk to your child's class leader as soon as you have a concern- our experience is that most worries can be dealt with quickly when parents/carers and staff work together. Should this not resolve the issue, please speak to the Head teacher.

Early Years Pupil Premium

We receive some additional funding to improve the education for disadvantaged 3- and 4-year-olds, this is called Early Years Pupil Premium (EYPP) We look at the needs of each child and provide a range of experiences and groups. These include:

-Activ8 a physical activity session which develops movement and language skills, which we do at Beecroft Community Centre

-Forest School allows children to develop self-esteem and confidence in outside learning experiences

-‘My time’ to develop the understanding of emotions and build resilience

English as an Additional Language
We are fortunate to have children and families for whom English is an additional language. This enriches life at Nursery. We work closely with families to support children and monitor language acquisition. Please talk to a staff member if you would like more information on how children are supported.

Friends of Westfield
Friends of Westfield is the school’s parent, staff and friends’ association which runs events to raise funds to spend on the children. All parents/ carers/ staff are automatically members. Staff get involved in organising and supporting different events. All monies raised are spent to benefit the children.

Governing Body
At Westfield Nursery School we have a Governing body made up from a range of people including staff, members of the community and parents. We are always keen to attract new parents to the Governors as your support is valued by all. Being a Governor involves attending meetings and training and most people who have been involved in the past have felt it has been a worthwhile experience. Please talk to the Head teacher if you are interested.

Health and Safety
We aim to keep everyone in our care as safe as possible. We do daily checks of the site. If you have concerns about anything in relation to keeping people safe and well, please speak to class leads or the Head teacher. Please remember
- all gates and doors must always be closed to ensure children are kept safe.
- no mobile phones in use on site.
We have emergency procedures for evacuation (fire drill) and for a lock down situation. We regularly complete and review risk assessments.

Ill/ Injured Children
Please always inform school of any sickness or injuries. If your child has sickness or diarrhoea we ask that parents/carers keep them at home for 48 hours to reduce the risk of infection. If children fall ill or have an injury at school parents/carers will be called or informed. All class based staff hold first aid qualifications. Medication will only be administered at school for prescribed medications which are four times daily. We do have procedures for administering inhalers and auto-injectors.

Library
We have a children’s library for families to borrow books. We also have an adult library.

Money
Any money sent into school by families should be passed to the office in an envelope clearly marked with the child’s name and class.

Parent Involvement
We welcome any help parents/carers/volunteers feel able to give. This may be behind the scenes, helping to make or mend things, or it may be working alongside the children. If you would like to help, please come and talk to any member of staff.

Photographs
We use photographs in many ways at Nursery. We display pictures of activities. We use pictures as evidence of skills that children have learnt and one of the favourite ways is the 'Learning Journey' folders that we make. This is a record of the time children spend in Nursery and will be the children's' to keep when they leave us to start school.

No adults are to use mobiles/ take photographs at Nursery.

Policies
Key policies can be viewed via the website. Please ask to see the Head teacher should you have any queries or comments about policies.

Special Educational Needs and Disabilities
We are an inclusive setting and welcome all children. We work closely with parents and outside agencies to ensure children's needs are met and all children make progress against their needs. We have skilled staff who are used to supporting children with a range of learning, physical and medical needs.

Snacks
In addition to their free milk or water, we provide children with a snack every day. We ask that you send in a piece of fruit each day. This is cut up and shared by the children. The children will sometimes have made their own snack in cooking sessions, closely supervised by a member of staff.

Safeguarding
At Westfield Nursery School we are committed to safeguarding all our stakeholders. The well-being of all children and adults (staff, parents, carers, and visitors) is paramount. To this end we follow certain procedures. It is our duty of care to monitor and act on any disclosures. We work closely with outside agencies. All staff are DBS checked. Mrs Collins is the Designated Safeguarding Lead and Mrs Begley is the named Deputy. Maxine Boyle is the Lead Governor for Safeguarding.

Westfield Toddler Group
Westfield Toddler Group runs on a Friday Morning 9.15 – 10.45a.m. This group is for 0 – 5-year old children and their parents/carers and is run by a member of staff. We ask for a contribution of £1.00 each to help with refreshment costs and crafts. This is a chance for both you and your child/ren to meet people and make new friends. Everyone is welcome but there is a limit to the number of people that can attend. For more information please contact the Nursery.

If you ever have any concerns or questions, please come to talk to us as we pride ourselves on the open and honest relationship we have with parents.

Thank you
Liz Collins - Headteacher
Maxine Boyle - Chair of Governors

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