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## Oxclose Community Nursery School Prospectus

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## Oxclose Community Nursery School Vision

*At Oxclose Community Nursery we endeavour to ensure each child reaches their potential in a happy, healthy and secure environment.*

We believe in the importance of...

- **Nurturing** - understanding children's needs and the ways they develop.
- **Relationships** - open, friendly and considerate ensuring all feel included and valued.
- **Quality of provision** - both indoors and outdoors to support learning and to follow children's interests.
- **Community** - the importance of being part of a community both local and global.
- **Transition** - Understanding how to support joining us and moving on.
- **Rights** - of the child to have their needs and interests met.
- **Staff** - empowering, recognising and motivating to excel in what they do
- **Environment** - to be safe, warm, welcoming, well resourced and to provide opportunities for encouraging independence.
- **Values** - of care love respect and honesty.
- **High Expectations** - all children have potential, we will build on what children know and do.
- **ICT** - recognising the importance this has both now and in the future.
- **Parents** - supporting their needs and working together to benefit the child.
- **Equality** - opportunities for all stakeholders.
- **Curriculum** - which is relevant, interesting and enjoyable, based on play and which has opportunities for children to engage and to initiate their own learning.

*"Learning together, Learning for life"*



## Introduction

*I would like welcome you to Oxclose Community Nursery School. We know when your child starts nursery school it is an important time for both child and parent and we firmly believe that we can only achieve the best for your child by creating a close and co-operative relationship between home and school. Parents and carers are always welcome in our nursery and there will be many opportunities for you to share in your child's education and talk to staff about any aspects of your child's development.*

*We are a Local Authority community nursery school staffed by qualified teachers, nursery nurses and support staff with many years' experience. A safe, stimulating and caring environment is provided which promotes learning through play, using a wide range of resources and the opportunity for children to develop their social skills as they play alongside and with other children.*

*The nursery has links with Oxclose Church and our children enjoy their visits to the church for special occasions such as Christmas and Harvest Festival. The school enjoys being part of the Oxclose Community and work in partnership with local primary and secondary schools. We host local parent and toddler groups in our Community Room, supporting parents and children with transition into school.*

*I hope this prospectus will explain a little about us and answer any questions you might have.*

*Julie Heron*

*Headteacher*

## Contact Information

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Oxclose  
Washington  
Tyne & Wear  
NE38 0LA

Telephone: (0191) 219 3618

FAX: (0191) 219 3619

E-mail: [oxclose.nursery@schools.sunderland.gov.uk](mailto:oxclose.nursery@schools.sunderland.gov.uk)

Website: [www.oxclosenursery.com](http://www.oxclosenursery.com)

## Governors

The Governing Body of Oxclose Nursery consists of parents, Local Authority representatives, community representatives and nursery staff. The full Governing Body meets on a termly basis. Our Chair of Governors is Mrs Debbie Hull and she can be contacted via the School.

A word from our Chair of Governors:

*As a parent Governor I have had first hand experience of the way the children in our community are looked after, nurtured and cared for in nursery. I have two children; both attended the nursery and are now in primary school. I can honestly say I would not have wanted them to go anywhere else. I feel we are very lucky to have such a dedicated team of people on the nursery staff. I know that the staff gives 110%, often giving their time over and above the call of duty to benefit the children and the projects they work on. The staff are very friendly and approachable; I have always been made to feel very welcome from the first time I took my daughter in for a visit when she turned 3 years old. I am confident that your children are in the very best hands. I feel lucky and privileged to have been asked to represent the governing body, and I take that responsibility seriously. I am always happy to discuss anything, should anyone have any questions about the nursery.*

*Debbie Hull*

## Nursery Information

### School Times/Collection

Morning session: 8.45 am to 11.45 am

Afternoon session: 12.30 pm to 3.30 pm

**IMPORTANT:** Please remember that it is a regulation that your child must be collected by an adult (aged eighteen or over). If you arrange for someone different to collect your child please advise us beforehand.

### Admissions

New children are admitted in the September following their third birthday and all children attend on a part-time basis for five sessions per week, each session lasting for 3 hours. When you are offered a place for your child, it will either be a morning or an afternoon place and we will try to meet your preference. Children attend Nursery for three terms, September to July, although there is sometimes a January intake if we have places available which will encompass an extra term.

If you would like your child to attend Nursery you must call at the school to complete a registration form. We will need to see your child's birth certificate and proof of address; without this information registration cannot be processed.

### Induction Procedure

It is very important to us that your child settles happily into Nursery and we use the following procedure to achieve this:

- We regard parents/carers as valued partners and so before your child starts school, you are invited to visit us, meet his/her key worker, have the opportunity to look around the Nursery and learn about our school and what we are trying to achieve. For children starting nursery in September the meeting will usually be in June.
- At this time a 'Home Visit' will be arranged as indicated in the next section.
- At the start of their first term, your child will attend Nursery gradually to enable him/her to settle and feel secure in their new environment. For the first week your child will attend for one hour, the second week for two hours and, if they are happy and settled, the full three hour session by the third week.

It may take a little while for your child to settle in but don't let this worry you. This is quite natural. Our number one priority **is your child** and we want him/her to feel safe, happy and secure in their new environment.

### Home Visits

The home visit will be arranged at a mutually convenient time with the nursery staff and will only last for about twenty minutes. This is an excellent opportunity for your child to meet the new adults they will be interacting with, in a familiar place to them. This helps to strengthen the bond between children and Nursery staff and helps a child feel more secure when starting Nursery. We also feel that it helps your child with the transition between home and school.

## **Routine**

Young children feel secure when they have a continuous and consistent routine.

At the beginning of each session children are welcomed into the key worker group in which they were registered. They then have brain gym, a drink of water and a discussion about activities. Brain gym incorporates activities to encourage the children to be ready for learning; drinking water is an integral part of this process.

Following this, the children are free to explore the Nursery, inside and out, and are brought back together at the end of the session into their key worker group for story, singing, circle time or other activities before home time.

## **Personal Belongings**

We discourage the practice of children bringing toys and other none essential belongings to the Nursery. If this is done, it is done entirely at the parents' own risk and the Nursery will take no responsibility or be in any way liable for loss or damage to any such items.

All rules have exceptions, and we do understand that on occasion a small toy or personal item from home may help to settle a child new to Nursery and on these occasions we will be flexible.

## **Special Educational Needs (SEN)**

Some children from time to time may need extra support at Nursery. This may involve outside specialists, for example, speech therapists, behaviour team support, et cetera. In these circumstances there is always prior consultation with parents. You may be given a plan of action to help support your child's needs (Individual Education Plan).

It is the policy of the school to incorporate children with physical and medical needs into the Nursery.

If you have any concerns about your child please speak to your child's key worker.

## **Equal Opportunities Relating to Age/Disability/Gender/Race/Religion and Beliefs/Sexuality**

At Oxclose Nursery we respect and value each and every individual associated with the school. We are committed to ensuring social inclusion and equality of opportunities for pupils and staff to achieve their full potential. We promote positive attitudes in all areas of diversity, equality and community cohesion.

## **Safeguarding**

Parents should be aware that the school would take any reasonable action to ensure the safety of its pupils/students.

In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, the staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children Services Social Care of their concern.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

### **Mobile Phones**

For safeguarding reasons, the use of mobile phones by parents is not permitted within the school premises.

### **Retention of Records**

Principle Five of the Data Protection Act which notes that information must not be held for longer than necessary. Retention Schedules highlight how long different types of records should be held in schools, offices or in archive storage, based on National Archives and Records Management Society guidelines, known statutory requirements, local authority best practice and results of internal information audits.

Oxclose Community Nursery School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. We have a policy on records management and have a retention schedule in place.

Parents can contact the school office if they would like a copy of our Records Management Policy or Retention Schedule.

### **Attendance**

The Local Authority Attendance Team supports Oxclose Community Nursery School in raising the awareness of the importance of regular attendance. The nursery message is delivered in a positive, fun and upbeat way with the help of Spike, the friendly mascot of The Attendance Team.

### **Sickness**

For continuity of the child's education, please try to ensure that he/she attends as regularly as possible. Please let us know on the first day of sickness if your child is unwell and not attending. This is especially important if your child is booked in for a lunch, as all booked lunches not previously cancelled, must be paid for. Parents will be contacted on the first day of absence if we have not been advised of the cause of absence

After any period of illness it is important that children are sufficiently recovered to cope with a school day before they are returned to school.

In the case of sickness and diarrhoea we ask that children should be well for 48 hours following the last episode of illness before returning.

### **Medicine**

Where practicable we ask that medicines are administered at home but when this is not possible please speak to your child's key worker and you will be asked to fill in a Medication Consent Form.

If your child has specific medical needs an appropriate Care Plan will be drawn up.

## **Snack**

The children have a snack during each session and we ask for a donation of £7 per term to cover the costs involved. Snack is generally a drink of milk or water, with fruit or raw vegetables, e.g. carrots. However the children are able to sample and enjoy other tastes and textures when we cover relevant topics, e.g. different countries.

Payment is made at the beginning of each term in an envelope bearing your child's name.

## **Cost of Activities & Visits**

By law we cannot make any charge for activities and visits and where possible the school will cover such expenses. On occasions however, without the subsidy of a contribution, an event may not be able to take place and in these circumstances we may ask for voluntary contributions. We will always advise parents in advance.

## **School Uniform**

Children attending Nursery are given the option of wearing a non-compulsory uniform and samples in varying sizes are available for inspection. Prices are available on request by contacting the school or by visiting our website at [www.oxclosenursery.com](http://www.oxclosenursery.com)

In relation to the children's clothing, all items of clothing, including shoes, must be clearly marked with the child's name. When using the climbing frame the children are often in bare feet and as children's school shoes often look similar this can cause problems. We do have a lost property box in the cloakroom for items which have become separated from their owners but please, help us to help you... **name-tag ALL clothing!**

In nursery we undertake many 'messy activities' including clay, dough and paint. Children are asked to wear aprons but occasionally spills do occur.

Please arrange for your child to be sensibly and comfortably dressed in clothes that they can cope with when going to the toilet, playing in the water or changing for dressing up. It is important that they are able to develop independence.

Another issue is trying to find the children's hats, gloves and scarves etc when they have been outside playing. To try and alleviate this problem we have introduced a 'belongings bag' for each child on their peg in the porch and encourage them to place these items in their bag.

## **Toileting**

As parents we all know that accidents may occur at school. We would appreciate parents providing spare underwear and socks in your child's 'belongings bag' to use if we need to change your child.

## **Playing Outside**

Part of our ethos in nursery is to use the outdoor environment on a daily basis, rain or shine. We spend a lot of time outside being active which is essential to develop children's play. The Early Years Foundation Stage says that children must have daily opportunities to outdoor play.

For rainy days we encourage the children to wear one of our 'all in one' waterproof suits and wellies. I am sure you will understand that even with protection your child may occasionally come home muddy and this is an unavoidable part of nursery life.

### **Jewellery**

No jewellery should be worn by the children in school both for Health and Safety reasons and because of the risk of loss or damage. Parents of children who wear stud earrings are requested to sign an indemnity form.

## Curriculum

The Nursery follows the Early Years Foundation Stage (EYFS) which incorporates six areas of learning and development. The children are provided with experiences through play to progress towards early learning goals.

"The overarching aim of the EYFS is to help young children achieve the five *Every Child Matters* outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well-being"  
(*Statutory Framework for the Early Years Foundation Stage 2007*)

The six areas of learning and development are as follows:

### Personal, Social and Emotional Development

Great emphasis is placed on the personal, social and emotional development of the child. The importance we place on this helps each child to separate from its parent/carer and feel secure in the Nursery.

This area of development includes:

- Children feeling safe and secure
- Children learning to respect themselves and others
- Respecting children's culture and developing positive images
- Children learning about relationships
- Children learning about the importance of friendship
- Children being motivated to learn - often through their own interests
- Children having opportunities for problem solving

### Communication, Language and Literature

In all areas of the Nursery we create opportunities to encourage speaking and listening and develop early reading and writing skills. Children are encouraged to sing, learn songs and nursery rhymes, and to enjoy books.

This area of development includes

- Opportunities to speak and listen and be able to represent ideas
- Use communication, language and literacy in every part of the curriculum
- Being immersed in an environment rich in print and communication possibilities.

### Problem Solving, Reasoning and Numeracy

Mathematics is found everywhere in the Nursery and includes working with numbers, shapes and space. We encourage the children to count, sort and match. We provide opportunities to develop an understanding of measurement. This might be illustrated by the children having a baking activity and measuring out the ingredients (and, they enjoy eating the results!).



This area of development includes:

- Children enjoying learning about maths for a reason
- Learning which is consolidated and extended through games giving children opportunities to practice their skills.
- Children becoming confident to join in and talk about mathematical activities.
- Children initiating activities within a carefully planned environment.

### Physical Development

We spend a lot of time each day being active. Outside play means that children's gross body movements develop and small body movements become more controlled. By providing opportunities to develop and practice physical skills we increase understanding of how our bodies work and what to do to stay healthy and safe.

This area of development includes:-

- Giving children plenty of time to explore, experiment and refine movements and actions unhurriedly
- A safe, well planned and resourced learning environment
- Supporting other areas of learning through physical play
- Children using and learning through integrating all of their senses
- Building on children's developing skills to promote confidence and independence.



## Knowledge and Understanding of the World

This area of the curriculum is about developing your child's understanding of the world they live in and how they make sense of it. It leads on to science, technology, design, history and geography.

This area of development includes:

- Practical activities
- Interaction with each other and adults
- Gathering information

## Creative Development

This includes art, music, dance, role-play and imaginative play. This is where we encourage exploration of ideas and feelings through a variety of creative activities. Our dressing up area is very popular as we put a high emphasis on role-play.



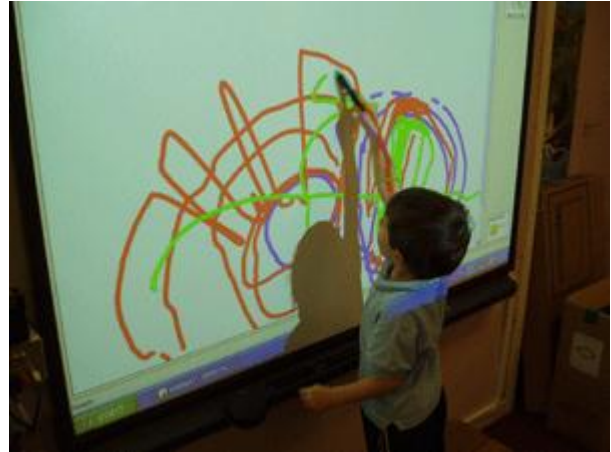
This area of development includes:

- Children having time to explore and experiment with ideas, materials and activities
- Children feeling secure to try out new experiences and ways of doing things
- Children learning through all of their senses.



## ICT – Computers & Whiteboard

The children enjoy using our computers and we have a very wide selection of educational software which are fun to use.



The Nursery has two interactive whiteboards and these have proved to be a really exciting addition to the Nursery. The children enjoy the flexibility of the large screen which allows them to express themselves in gigantic form. The screen is touch sensitive which enables the children to effectively operate a computer without mouse or keyboard skills.

## Assessment

Children are continuously assessed through observation; this helps us find out about interests and allows us to plan for their needs in order for them to make progress.

In Nursery we keep examples of work in a portfolio. This will be shared with you on Parent Open Days

## Continuous Provision

We have developed continuous provision in the Nursery which helps the children to become more independent. Resources are always available for children and are organised into areas, e.g. 'dough' mark making et cetera.

Children can work in an area and revisit it on another day, knowing that the same resources will be there and available; this enables them to build upon their skills.

Our 'continuous provision' is enhanced throughout the year with extra resources. We follow children's interests by observing them as they play and planning activities to meet these interests.



## **Every Child Matters**

'Every Child Matters: Change for Children' is a recent approach to the well-being of children and young people from birth to age 19 years.

The programme places better outcomes for children firmly at the centre of all policies and approaches involving children's services.

These outcomes are:

- Be healthy
- Stay safe
- Enjoy and achieve through learning
- Make a positive contribution to society
- Achieve economic well-being

In Nursery we aim to follow these five outcomes through various methods including activities for children and sharing information with parents.

## **Behaviour Policy**

In Oxclose Nursery we are committed to establishing a learning environment that promotes positive behaviour and relationships where children treat each other with care and respect.

We aim to do this through a positive and consistent approach:

- Positive behaviour is encouraged and rewarded
- We encourage responsibility
- We model appropriate behaviour in different ways
- We discuss behaviour in 'Circle Time' and nurture groups
- We demonstrate that the child is still valued even if his/her behaviour is unacceptable
- We help the children to understand the consequences of their behaviour on others

## **Golden Rules**

These are discussed with the children as follows:

*We are gentle*  
*We are kind and helpful*  
*We listen*  
*We are honest*  
*We work hard*  
*We look after property*

## **We praise and reward by:**

- Kind words of encouragement
- Daily helper responsibility
- Highlighting good examples to other children
- Treats
- Stickers
- Name on the Kind Tree
- Notes home
- Praise Postcards
- Star of the Week Award

## **Consequences**

Although our main approach is to encourage positive behaviour there will be times when we need to deal with negative behaviour.

Some of the ways we do this are;

- Reminders of rules
- Warning as to next consequence
- Time out with a member of staff
- Withdrawal from activity

- Talk to Parent/Carer

**You as Parents/Carers can help by:**

- Discussing the 'Golden Rules' with your child
- Praising your child when they receive a award
- Reinforcing positive behaviour at home
- Working together with us if your child does not behave well.

Persistent poor behaviour will be brought to the attention of parents.

## **Interaction with Parents**

We consult parents regularly through questionnaires and discussions.

You can speak to a member of staff at any time during the day if they are available. We have a 'Questions and Comments' box in the cloakroom and we always respond to all comments.

Also, you are welcome to e-mail the school at [oxclose.nursery@schools.sunderland.gov.uk](mailto:oxclose.nursery@schools.sunderland.gov.uk)

## **Notice board**

We have a notice board situated in the cloakroom, which keeps parents up to date with what is going on in the Nursery. We also communicate with you via newsletters and letters home.

## **Website**

The school's website contains a lot of information about the nursery, much of it in pictorial form, as well as a school calendar, a diary of forthcoming events and an events' chronicle showing some of our school activities. It is updated regularly and can be accessed at [www.oxclosenursery.com](http://www.oxclosenursery.com).

As indicated above, occasionally events and special days are recorded in picture form and are published for all to see on our website. However, pictures of children will NOT be distributed via any medium outside of the nursery's physical boundaries without the express written permission of that child's parent. As a parent you will be asked to sign a consent form giving your permission for your child's picture to appear on the website or in publications such as this prospectus. If you do not wish pictures of your child to be used, then indicate this to staff when the subject is addressed. The choice is entirely yours and is not open to debate.

## **Planning**

Some of our observations of children learning are displayed in the cloakroom. Please speak to us about what you see – we want to work in partnership to help us to learn more about your child and their interests.

## **Complaints**

It is our wish to resolve any complaints parents might have. Complaints should firstly be made to the Headteacher and hopefully will be resolved at this level.

If a resolution to a complaint cannot be found by the Headteacher, it may then need to go to the Governing Body. This would require the complainant to contact the school's Chair of Governors by letter, and if possible include a copy of the original letter of complaint, as well as reasons for the continued dissatisfaction.

This correspondence should be sent to the Chair of Governors, c/o Governor Support Team, Bunny Hill, Floor 2, Hylton Lane, Sunderland SR5 4BW. Alternatively you can send correspondence to them via the school using the internal mail system.

The responsibility for dealing with your complaint lies with the school and its Governing Body. The LA will, however, investigate any complaints about schools, subject to the Governing

Body's approval, involving allegations of gross misconduct or illegal actions, and also in the following areas:

- The school curriculum, collective worship and religious education and the provision of information required by law
- Appeals about admissions
- Appeals about exclusions
- Appeals about assessments and statements of special educational needs.

### **Health and Safety**

The Nursery has a Health and Safety policy. The policy complies with the Local Education Authority Guidelines on Health and Safety in Schools.

All out of school visits are risk assessed and if you are accompanying your child the risks will be shared with you.

### **Security**

The gates and doors to Nursery are kept locked during school times and emergency exits can only be opened from inside.

Our main entrance has a buzzer and visitors can be seen before admittance is gained.

All staff, students and volunteers on the Nursery site have been subject of a police check (Criminal Records Bureau CRB)

### **Our Community**

As a Community Nursery School we value the involvement of the community; we have strong links with the Church, and local toddler groups meet in the School's Community Room.

## **Wraparound Care**

We are able to offer Wraparound Care in the Nursery for those who need more childcare provision. We can provide care over breakfast, lunch and after school, as well as extra sessions in the main Nursery.

The needs of the children and their parents/carers are our top priority.

In our Wraparound provision we offer the highest quality of childcare, we aim to establish a calm and happy atmosphere where all children will feel relaxed, respected, very welcome and at home.

All staff employed to care for your child work together as a team to ensure the best care and education is provided for each individual child.

Parents are welcome to come along to discuss their child's development and/or their requirements in relation to the Wraparound provision.

## **Wraparound Opening Times**

Monday – Friday      7.45 am – 5.30 pm

Snacks are provided for the children, which vary on a daily basis and give consideration to each child's nutritional needs. Lunch will be provided by the school kitchen, and will take into account any specific dietary needs. Any such needs should be brought to the attention of school staff at the time of initially booking the child's lunches.

## **Services Charges**

*For further information contact the school or access the website at [www.oxclosenursery.com](http://www.oxclosenursery.com)*

## **Contract**

Parents are required to enter a contract between themselves and the wraparound provision. This contract will include the name of the child attending and outline the contact details of a readily available parent/carer, the sessions the child is to attend, and any medical information pertaining to the child. The parent/guardian will sign the contract to indicate their understanding of the terms and their agreement with those terms and associated charges involved in providing the service.

The Wraparound Care contract full terms and conditions are available on request from the school office, and may also be viewed on the school's website at [www.oxclosenursery.com](http://www.oxclosenursery.com).

## **Overdue Account**

It is not the desire of Oxclose Nursery Wraparound that any parent should get into arrears with their childcare bill. We therefore ask that everyone pays their bill in accordance with the terms of the contract which you will be asked to read and required to sign. Failure to pay the account at the due time may result in your contract and the child's place being suspended, as well as civil redress undertaken to recover any outstanding debt.

## Childcare Register

It is of paramount importance within the nursery to be able to account for **all** children at **all** times. For this reason a register will be kept and all children entering the building will be signed in at the beginning and signed out at the end of each session – also names of all staff, students on placement, volunteers and visitors will be recorded.

## Complaints

Should you have a complaint or cause for concern about any aspect of the wraparound provision you are advised to adopt the following procedure:

1. Discuss the issue with a member of staff
2. Discuss the issue with the Wraparound Manager or Headteacher
3. If you are still unhappy or concerned you can contact Ofsted by telephone or letter, stating the details of your complaint or concern.

The school is registered and inspected by the 'Office for Standards in Education' (Ofsted). Inspection reports may be obtained from the nursery staff, or Ofsted at Alexandra House, 33 Kingsway, London, WC2B 6SE telephone 0207 4216584.

*A full copy Wraparound Provision policies and procedures can be obtained from either the Manager or from the main school office.*



*Children enjoying after lunch supervised activities*

*If any of the items within this document require further clarification or you have unresolved questions, please do not hesitate to contact the Nursery School.*



*Fun on Red Nose Day (Comic Relief)*