



Welcome Prospectus



**Phoenix Street
Blakenhall
Wolverhampton
WV2 3JS**

01902 558126

phoenixnurseryschool@wolverhampton.gov.uk

A Warm Welcome to Our School

Dear Parents/Carers

Welcome to Phoenix Nursery School, we hope that your child will be happy here and that they will meet and make new friends too.

We hope that this booklet will provide you with all of the information that you may need to enable you and your child to feel happy, to feel welcomed and to feel part of our extended family during your child's time at the School.

We aim for all learning to be joyous and have at its heart a value of listening to children, their ideas and their theories about the world.

We very much look forward to discovering new things together.

Meet The Team

Headteacher	- Susan Lacey
Deputy Headteacher	- Jane Parocki
Senior Administrator	- Sandra Ross
Teacher	- Debbie Shelly
Early Years Educator	- Claire Riley
Early Years Educator	- Mina Patel
Site Manager	- Craig Bissell

The Nursery Team

School Session Times

Mornings

8.30 a.m. – 11.30 a.m.

Afternoons

12.30 p.m. – 3.30 p.m.

Beginning Our School Journey Together

Induction Time

Parents and children are invited into nursery, usually at the beginning of the school term to complete all of the necessary paperwork needed for your child to start school. It also provides you with an opportunity to meet the members of staff who will be working with your child.

Following this meeting you and your child will be invited to a series of short induction visits. These visits are extremely important for your child as they allow them to become familiar with the school and the Teachers/Educators, which helps them to feel happy and confident when left at school.

Preparing for School

Being enthusiastic about the new experience of going to school is really important. You can help your child by talking cheerfully about their new school, the new friends that they will meet and the exciting learning opportunities they will have.

You can help your child settle at school by encouraging your child to become more confident and independent when away from you. By allowing them to spend time away from you, with a friend/relative that they know and like. This will enable them to understand that you will come back for them and it will help them to feel relaxed when you are not there.

You can also help them to increase their confidence and independence by teaching them how to take off and put on their clothes. How to hang their coat on a coat peg and by encouraging

them to use the toilet properly, washing and drying their hands afterwards.

Young children are naturally curious and eager to learn. This is, therefore, an excellent time for you to do new things together such as:

- Talking with and listening to your child talk about the things they enjoy;
- Reading to your child every day, where possible;
- Singing songs and nursery rhymes together;
- Letting your child help you around the house, for example sorting the washing and tidying away their toys.

Nursery Procedures

Either you or a responsible adult must bring/collect your child from school. If another adult is to collect, your child please let your child's Educator and your child know beforehand. It is our policy not to hand over a child to anyone under the age of 16.

Please accompany your child into school at the beginning of the session, at this point you will hand over responsibility for your child to a member of staff. Children must not be left in school without the handover of responsibility being completed correctly. At the end of the session, a member of staff will call your child and hand over the responsibility back to you or your child's carer. Please note that you will be given a password if you are unable to collect your child and another person, not on the contact list, comes to collect your child for you.

The care and responsibility for your child during school hours rests with the Headteacher and staff. It is important, however,

that you understand that you may be contacted during school hours in the case of an emergency, illness or accident.

Please notify the school of any changes of telephone number, address etc. and ensure that the school telephone number is accepted and not blocked.

If you are going to be late collecting your child from school, please contact the school office on 01902 558126. We can then reassure your child that you are on your way. If your child has not been collected within 15 minutes of the end of the session, there will be a charge for childcare as staff have to undertake duties and prepare for the forthcoming session/end of day meeting etc.

Additional Information

Snack Time

Fruit and cow's milk is provided daily for the children. The only other alternative refreshment is water as we are bound to follow the 'schools food standards' and do not encourage the consumption of squash or fizzy drinks. **If your child has a milk intolerance or food allergy please speak to your child's Educator.**

School Fund

We ask for a contribution to the school fund to cover the cost of incidental expenses that are not met by the Local Authority (LA) e.g. presents for Birthdays and Christmas, parties and a variety of 'resources' to support learning etc. The amount of school fund that Parents/Carers are asked to donate each term is based upon a contribution of £1 per week, which is multiplied by the number of weeks in each term.

Parents/Carers are able to choose whether to pay their contribution on a weekly, half termly or termly basis. This voluntary contribution equates to 20p per day. Parents/Carers are always very supportive of the Nursery and feedback tells us that they are always more than happy with what we provide for the children compared to other schools. I do, therefore hope, that you will be happy to support your School and contribute to the 'School Fund'.

Clothing

We do not have a school uniform, however, we do have a school sweatshirt with the Nursery logo on, which is available to order. Please visit the school office to view a sample.

Please provide a change of clothing for your child. Items are to be placed in a carrier bag and put into the blue pump bag with your child's photo on. The blue bag is provided by nursery, therefore if clothing needs to go home; it will be passed back to you in your carrier bag. The blue bag always stays in school.

Please note that no food or drink is to be put into your child's blue bag for health and safety reasons.

As we have said, we encourage the children to be as independent as possible. Therefore, please ensure they wear clothing that they can manage themselves e.g. when going to the toilet. Onesies or dressing up clothes are not suitable for wearing to school. Sensible shoes should be worn for school. Footwear such as sandals/mules/flip-flops or other fashion footwear are **not practical or safe** in Nursery, therefore, even in summer please make sure your child has shoes/sandals that allow them to run or climb with ease.

For safety reasons, please do not let your child wear jewellery to school. If earrings are to be worn then please ensure that they are studs or small sleepers. Children very often take jewellery off and we cannot be responsible for any items of jewellery that may be lost or broken.

Please mark all clothes, coats and wellingtons clearly with the child's name, as this does help to prevent the child coming home in the wrong clothing. Certain brands of clothing can be very popular and staff find it difficult for example, to sort five aged three denim jackets from Asda etc. therefore your help will be very much appreciated.

We have a limited number of spare items of clothing in Nursery, therefore, if your child does come home in articles of clothing belonging to the Nursery, please make sure they are washed and returned to school as soon as possible.

Extended Entitlement 30 Hours Provision

As from September 2017, eligible parents have been able to claim 30 hours free childcare for their nursery aged children (from the term after their third birthday). We always endeavour to meet the needs of our families, therefore, as the school has capacity, Governors have taken the decision to offer the provision at our school. This means that your child will be able to access both their fifteen hours of education and an additional fifteen hours extended entitlement at Phoenix Nursery School. The school day will be as follows:

- Session One - 8.30 a.m. - 11.30 a.m.
- Lunch Time - 11.30 a.m. - 12.30 p.m.
- Session Two - 12.30 p.m. - 3.30 p.m.

The charge for the lunchtime session is £4.50 per day/£22.50 per week and the total sum needs to be paid on the Monday of each week.

If you are interested in this provision, you will need to confirm eligibility and apply for a voucher code by accessing the following website:

<https://www.childcarechoices.gov.uk>

Parents who need assistance to apply (or who do not have access to the internet) can call the childcare service Customer Interaction Centre on 0300 123 4097 and apply over the telephone.

The current criteria for eligibility is:

- All parents within the household are working and are earning the equivalent of 16 hours a week at the national minimum wage
- AND/OR**
- One/both parent/s is on statutory maternal or parental leave
 - One/both parent/s is on statutory sick leave
 - Parents who are registered as self-employed
 - One parent is employed and the other parent has substantial caring responsibilities and/or a disability.

Please note you will need to confirm your eligibility for this entitlement and validate your voucher code in school, during the term prior to your child's third birthday.

School Attendance

Regular attendance at school is essential for your child to progress in their learning and development. Children build upon their day-to-day experiences and their learning becomes more complex over time. Therefore, regular attendance is very important for both you and your child.

Once a child is on our register, we have a duty to monitor their attendance and we take this responsibility seriously. If a child is not in school, we must know the reason why. If your child is not coming into school then please ring **01902 558126** and let us know why. If you have not contacted school within half an hour of your child's session start time then we will contact you via the school's text messaging service, 'Teachers2Parents', to ask why your child is absent from school.

If you are going on holiday then please complete a 'Leave of Absence' form in advance of your holiday, which will account for your child's absence from school. Please be aware that any prolonged or unexplained absences may result in the loss of your child's place at school.

We aim to support your child's 'School Readiness' and as such we inform our Parents/Carers of both the School's and the national attendance expectations.

A copy of our 'Attendance Policy' can be found on the school website.

Our Approach to Learning and Teaching

The children are offered a wide range of learning opportunities throughout the session. Children follow the Foundation Stage framework, organised under seven 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

Adults and children working together in groups forms a very important aspect of our work, which includes listening and responding to each other, child to child, child to adult and adult to adult. Collaborative group work deepens curiosity and questioning, and stimulates new ways of thinking.

Our Approach Values

Creativity - This is often linked with the creative arts, but it is not only the arts. It can be in all areas of learning, including science, maths, technology and humanities.

Learning and teaching is a process - Learning and teaching is an ongoing process, a journey that builds on what children know and can do.

The role of the Educator - It is the role of the Educator to know each child as an individual and to build a trusting relationship in which learning can flourish.

Learning documentation - Documentation is an essential part of the learning and teaching process within our School. There are several aspects to this that interlink to create a comprehensive account of teaching and learning.

For a more in depth look at our approach, please refer to the Learning and Teaching Policy located in the Governance section, on the School website.

Parent Partnership

Parents are invited to share their child's experiences by:

- Their child's 'Microsoft Team';
- Following us on Facebook;
- Actively engaging with your child's learning journey by attending 'Learning Together' sessions in school;
- Keeping yourself informed of nursery activities through reading the school's newsletters and the school's notice board;
- By attending termly 'Parent Partnership' meetings with your child's Educator.

Medical Needs

All staff have been trained in Paediatric First Aid and are qualified to deal with any minor accidents, which may occur during school hours. If an accident occurs, you will be notified at the point you

collect your child. If the staff have any concerns about an injury that may or may not require any further treatment, they would contact you to seek your opinion, or ask you to collect your child and seek further advice. Anything more serious would be referred to the hospital. Every effort would be made to contact you in an emergency; otherwise, staff will accompany the child. It is vital, therefore, that the School has your most up to date contact telephone number(s).

If your child is ill, **please keep them at home** until they are fully recovered especially with illnesses such as **sickness and diarrhoea or conjunctivitis**, all of which can be very contagious.

Medical Guidance

- Sickness/Diarrhoea
 - Please keep your child at home for **48 hours** from the last period of Sickness/Diarrhoea
- Conjunctivitis
 - Please keep your child at home until the condition has been treated and eyes are no longer 'sticky'.

If your child suffers from any known illness/condition i.e. Asthma; Diabetes, Epilepsy etc. it is important that the staff are notified about this during the admission process.

Parents/Carers of children who are known to suffer from an ongoing condition e.g. asthma, diabetes etc. are requested to fill in an 'Administration of Medication' form, which contains all the details of the prescribed medication/treatment plan and frequency of attacks. Parents/Carers are also requested to bring in a 'spare' nebulizer for asthma sufferers that can be kept in school to be used in emergencies. Full written instructions must

also be supplied so that staff know exactly what to do for each individual child.

If your child develops an illness/condition during their time at Nursery, it is important to notify the child's Educator at your earliest convenience so that all staff can be made aware of the symptoms/treatment.

Please note that school staff will not normally administer medication and medicines should not be on the School premises. If you need to bring medicine into school for any reason e.g. to pass on to a relative or childminder, then please hand it in to the School office. Arrangements can then be made for it to be stored safely and securely.

If medication is to be kept on site for any reason e.g. an epi pen, then individual arrangements will be made between the Parents/Carers and the Headteacher. Please note that only medication, which has been prescribed by a Doctor, will be accepted.

Safeguarding

Our Safeguarding Statement

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Safeguarding is what we do for all children to keep them safe whilst in our care. Child protection describes the policy and procedures specifically for those children who are at risk of serious harm or have been seriously harmed.

At Phoenix Nursery School, we are committed to Safeguarding children and we expect everyone who works in our school to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to an adult about anything that may worry them.

Our staff will always discuss any concerns with our parents/carers and consent for any referrals will always be sought unless to do so would:

- Place the child at risk of significant harm or further risk of significant harm;
- Place a vulnerable adult at risk of harm; and/or
- Compromise any enquiries that need to be undertaken by children's social care or the police.

Our school will always endeavour to ensure that our Parents/Carers have an understanding of the safeguarding responsibilities placed on the Governing Board, the school and the staff for the safeguarding of our children.

The welfare of our children is our number one priority and we have a duty to protect them always, consequently there may be occasions when the school has to consult with other agencies without a Parents/Carers prior knowledge. Any consultation may result in a formal referral, which could result in Parents/Carers receiving a visit from external agencies e.g. social care, police etc. We understand that this can be very upsetting

for families; however, our school will follow the procedures, which are required by 'Wolverhampton Safeguarding Together'.

Operation Encompass

Please note that we are an '**Operation Encompass**' school and as such our Federation works in partnership with West Midlands Police. The 'Operation Encompass' project involves the reporting to schools when a child or young person has been exposed or involved in any Domestic Violence incidents.

As you are aware, we aim to give your child the best start to education. This includes ensuring they are confident, happy individuals. We take pride in their on-going positive development. As a Federation of two schools, we have a duty to support your child within any sensitive issues that may arise.

A named Police Officer will share information in confidence with the Designated Safeguarding Lead or Designated Deputy Safeguarding Lead. We advocate supporting children and families at both Ashmore Park Nursery School and Phoenix Park Nursery School. Our Schools will offer you a listening ear and support, and advice as a whole family approach. This service will be treated highly confidentially.

We are keen to work in partnership with the Police and feel this will be extremely beneficial for all those involved.

Our Safeguarding Team:

- Governor
 - Mrs Michelle Cook - Safeguarding Link Governor
- Headteacher
 - Mrs Susan Lacey - Designated Safeguarding Lead
- Deputy Headteacher
 - Mrs Jane Parocki - Deputy Designated

Safeguarding Lead

If you have any concerns, then please speak to either the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.

Mobile Phone Procedures:



Please remember that parents, carers and visitors are not allowed to use **mobile phones and cameras** in Nursery. If you need to take a call or send/receive a text message, you must go outside or ask to use the Nursery office.