



Welcome Prospectus



A Warm Welcome to Our School

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.

School Session Times

Mornings

8.30 a.m. – 11.30 a.m.

Afternoons

12.30 p.m. – 3.30 p.m.

Meet The Team

Headteacher	-	Jane Parocki
Assistant Headteacher	-	Katharine Humphreys
Senior Administrator	-	Sandra Ross
Teacher	-	Laura Wilding
Early Years Educator	-	Claire Riley
Site Manager	-	Craig Bissell

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 their 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.

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.

Attendance Expectations

Regular attendance and punctuality are essential for children to progress in all aspects of their learning and development. Children build upon their day-to-day experiences and their learning becomes more complex over time. It is important that good habits and positive attitudes are formed at this stage of their school life, as good attendance at school will have a positive impact upon children throughout their lives.

It is our aspiration that all our children will achieve 100% attendance, however, we recognise that there are times when your child will not be in school e.g. sickness, a family holiday etc. For your information, our attendance procedures are as follows:

1. If a child is not able to attend school, it is the responsibility of the parent/carer to notify the school. If your child is not coming into school then please ring **01902 558126** and let us know why
2. If the parent/carer fails to contact the school to provide a reason for their child's absence, a text will be sent asking them to contact the office to explain the reason for the absence
3. If your child is going on holiday, we ask that you complete a 'Leave of Absence' form which needs to be submitted to the Headteacher for approval in advance of the start date of your holiday.

The school monitors the attendance of all children each day and the importance of regular attendance is included in discussions with parents/carers about their child's progress at termly Parent Partnership meetings. We aim to prepare our children for their lifelong learning journey and have high expectations for attendance at our school.

Our attendance expectations are as follows:

95% - 100%	Excellent
90% - 95%	Good
80% - 90%	Average
Below 80%	A Cause for Concern is raised

It is important to note that a child who achieves 80% attendance is in effect missing 1 day a week from school, which is detrimental to their education. All primary schools are rigorous in monitoring attendance and every school will have their own expectations, and triggers for raising concerns regarding attendance, therefore, it is important to set high expectations for your child from the start of their educational journey.

In addition, it is also important for your child to be on time each day as having the dedicated time to access the outdoor environment is very important for both their physical and mental health and wellbeing. It also allows parents/carers to support their child's registration. There is a fifteen minute window for arrival at the beginning of the session. Please note that after the fifteen minutes, a member of the office staff will accompany your child into nursery if you are late, and your child will be registered late in the class register.

School Uniform

Our Governing Board believes that a school uniform plays a key role in:

- Promoting the ethos of our school
- Providing a sense of belonging and identity
- Setting an appropriate tone for education.

In addition, by creating a common identity amongst all children, regardless of background, a school uniform can act as a social leveller and prevents children from attending school in fashion or designer brands that could be distracting or create a sense of competition. It also promotes an adherence to a uniform policy which supports transition to Primary School and to their uniform policies and expectations.

Our Federation has a duty to make sure that the uniform we require is affordable, in line with statutory [guidance](#) from the Department for Education (DfE) on the cost of school uniform.

We understand that items with distinctive characteristics (such as branded items, or items that need to have a school logo) cannot be purchased from a wide range of retailers and that requiring many such items limits parents/carers' ability to 'shop around' for a low price.

We will, therefore, make sure our uniform:

- Is available at a reasonable cost; and
- Provides the best value for money for parents/carers.

School Uniform Expectations:

School Uniform
Navy Blue Sweatshirt and/or Navy Blue Sweatshirt Cardigan with School Logo
Sky Blue Polo Shirt
Grey Trousers/Shorts/Skirt/Pinafore
Blue checked Summer Dress/Culottes Style Dress
Black Shoes - No Trainers or Pumps

It is our expectation that every child has a minimum of one Sweatshirt or Sweatshirt Cardigan which always displays the school's logo, please see stockist details below.

Stockist Details:

Navy Blue Sweatshirt(s)/Navy Blue Sweatshirt Cardigan(s) with the school's logo can be purchased from our approved stockist:

Crested School Wear
Wulfrun Shopping Centre
Units 26/27
Wolverhampton
WV1 3HG
01902 593030

All other items can be purchased from any high street retailer ensuring our families are able to secure the best value for money option(s) available. There is no requirement for you to purchase a school pump bag or to provide a rucksack etc. for your child. The school provides a bag in which spare items of uniform can be kept, in school, in case of toileting accidents etc.

Please mark all items of clothing with your child's name as this does help to prevent them coming home in the wrong clothing. It can be very difficult to identify whose item of uniform belongs to whom when they are identical and purchased from the same retailer e.g. the logoed sweatshirt, therefore your help will be very much appreciated.

We do have spare items of clothing in Nursery. If your child does come home in articles of clothing belonging to the Nursery, it is imperative they you make sure they are washed and returned to school as soon as possible as we may need to re-use them.

For health and safety reasons, please do not let your child wear jewellery to school. The exceptions to this rule are earring small studs and objects of religious significance (to be discussed with the child's Educator). We understand that providing a uniform for your child can be costly, therefore, if any family is experiencing financial hardship please contact the school office. Please note that in all instances you will be treated with respect and will be listened to empathetically. It is our intention to collect, and to make available, second-hand uniform items to our families, to ensure items once 'lovingly used' are repurposed, to reduce the cost of providing a uniform for our families and to reduce the Federation's environmental impact.

Medical Needs

All staff have been Paediatric First Aid trained 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, and 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' nebuliser 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 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 auto injector 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 is what we do for all children to keep them safe whilst in our care. 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 understand 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 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 Jane Parocki (Designated Safeguarding Lead)

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

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 criterion 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.

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.

Additional Information

Snack Time

Fruit and cow's milk is provided free of charge 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 disclose it on your child's application form and speak to your child's Educator. Alternative milk i.e. Soya, Oat etc. will need to be provided by the parent/carer on a weekly/daily basis.

School Fund

We ask for a contribution to the school fund to cover the cost of incidental expenses that are not met by the Central Government e.g. presents for the children's Birthdays and Christmas, parties and a variety of 'resources' to support their 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'.

Fire Drills

The children are regularly reminded of the fire safety procedures. The Fire Assembly Point is located at the main gate or rear grounds if the main gate is obstructed.

In the case of a real emergency, however, we have to plan to safely evacuate the site and assemble at a site where adults and children can safely shelter, and from where Parents/Carers can arrange to collect their children. Therefore, in the case of a site evacuation being necessary, please collect your child from:

St Teresa's Catholic Primary Academy
Malins Rd
Wolverhampton
WV4 6AW

Telephone No: 01902 558862

In the case of such an emergency you would be notified by text, therefore please ensure that we always have your up-to-date mobile telephone number on file in school.