

# Cleves Cross Primary and Nursery School



## Essential Information for Nursery Parents

2017 - 2018



**Cleves Cross**  
*Learning Trust*



## About Cleves Cross Primary and Nursery School

Dear Parent,

Thank you for considering Cleves Cross as the right place for your child to begin their first steps into education. We would love to welcome you and your child here, and hope that you feel confident and happy with our school ethos and look forward to working in partnership with you over the coming years. Here at school, our aim is to create a happy, secure and sustainable environment where children can explore, investigate, listen and discuss in order to become independent, mature and well-motivated learners who are ready to learn and have fun! As they grow, we want them to have positive attitudes and make valuable contributions, as global citizens, to our community and the wider world. Children's rights, taken from the United Nations Convention on the Rights of the Child, are central to everything we do here at school.

We recognise the role of parents as partners in their child's development and learning and welcome their support and contributions in all aspects of nursery and school.

Mrs Alison Lazenby  
Head Teacher

### Our School Details

**Head teacher: Alison Lazenby**

**Address:** Cleves Cross Primary and Nursery School, Ferryhill, Co. Durham DL17 8QY

**Tel. No.:** 01740 651599

**Fax No.:** 01740 651599

**Email:** clevescross@durhamlearning.net

**Website:** <http://www.clevescross.durham.sch.uk>

**Primary School Roll:** 207

**Nursery School Opening Times:**

Morning session 8.30am - 11.30am

Afternoon session 12.15pm - 3.15pm

Nursery breakfast session from 8.00am till 8.30am.

Nursery lunchtime session 11.30am - 12.15pm.

After-school care will be available until 6.00pm.

**Please contact the school office for breakfast club and after school care availability.**

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## The EYFS Staff



**Mrs. Deborah Finch** is the **Nursery Class Teacher**. Mrs. Finch has been teaching for 15 years, the majority of which have been in Early Years. She joined Cleves Cross Primary School in September 2016 to lead our new Nursery provision.

**Mrs. Carol Morrison** is the **Nursery Teaching Assistant**.

Mrs. Morrison joined the staff of Cleves Cross Primary School 12 years ago. She has a wealth of experience spanning all year groups.



## The Board of Directors and School Governing Body

Cleves Cross Primary School is an academy school managed by the Cleves Cross Learning Trust, unlike other local schools who are managed and maintained by Durham County Council. The Trust Board of Directors and our Local School Governing Body are responsible for the management and running of our school. The Trust Board set the strategic direction of the Trust and delegate some decision making and monitoring duties to the Local Governors. The Governors meet at least once a term to make decisions about how they can support the leadership and management of the school and nursery. The Trust Directors and School Governors have legal duties, powers and responsibilities. More general information on academy schools is available on the Department for Education website.

### Trust Board of Directors

Mrs H Andrews	Chair
Mrs Sarah Clasper	Vice Chair
Mrs Leigh Lockey	Director
Mrs Alison Lazenby	Director and C.E.O
Mrs G Newby	Director
Mrs Holly Thompson	Director
Mr John Muir	Director
Mr Graham French	Director

### Local Governing Body

Ms Glenys Newby	Chairperson and Community Governor
Mrs Alison Lazenby	Headteacher
Mrs Angela Hilton	Teacher governor

The Chair of the Governing Body is Ms Glenys Newby and the meetings are clerked by our governance partner.

## Information about Admissions

All three and four year old children in England are entitled to free, part time 'Early Learning, Care and Development'. It lasts for up to two years, until the children reach statutory school age.

These children can attend Cleves Cross Nursery on a part-time basis for 15 hours a week, for 38 weeks a year, which can be taken flexibly, in blocks of 3 hours, or at the discretion of the nursery following consultation and agreement.

Children will normally be admitted to Nursery at the beginning of the school term following their 3<sup>rd</sup> birthday. If there are spaces available in nursery it may be possible for a child to be admitted as soon as they reach the age of 3 years.

We follow the same policy as Durham County Council on Nursery Admissions which is as follows:

- ❖ A child's name can be added to our nursery list in the school year in which the child will be two years old.
- ❖ Places are allocated according to your child's date of birth, i.e. September birth dates will be admitted first, and then October birth dates and so on.

If the school is over subscribed the places will be allocated using the following admission criteria:

- ❖ **Looked After Children**
- ❖ **Children in Need** - as defined by the Children Act (1989) i.e. those who are unlikely to achieve or maintain, or have the opportunity of achieving and maintaining a reasonable standard of health or development, or a child whose health or development would be further impaired without the provision of services of the Local Authority. Applications under this criterion would need to be supported by an appropriate professional stating that attendance at a particular school is essential.
- ❖ **Medical Reasons** - Pupils with very exceptional medical factors directly related to school placement. Applications should be supported by written evidence from a doctor.
- ❖ **Older brother or sister in attendance at the school** at the date when the pupil is to be admitted. This includes step-children and foster children living with the same family at the same address.
- ❖ **Distance from the school**. Priority is given to children who live nearest the school. This will be measured in a straight line (as the crow flies) from the centre point of the child's permanent home address to the centre point of the preferred school.

**We have a capacity of up to 26 nursery-aged children.**

**Please note though that attendance at our Nursery does not guarantee a place in the Reception Class.**

## Entry arrangements

When a nursery place becomes available for your child you will be informed by letter. This place may occur either on or soon after your child's 3<sup>rd</sup> birthday subject to availability. If you accept the place offered, your child's birth certificate must be seen by our School Business Manager (Mrs Foster).

## Nursery School Induction

Nursery experiences can create strong and lasting foundations on which to build in later life. Therefore it is vital that these first experiences are of the highest quality. By working in partnership with you, we aim to provide a stimulating, challenging environment where children and adults can explore, have fun, play, talk and learn together.

The school aims to ease the transition into nursery life by providing an induction programme for parents and children.

### **The term your child is 3 years old**

Nursery staff will visit you and your child at home. This is a very informal, friendly opportunity to say hello, introduce ourselves and to get to know a little bit about you and your child. This is an invaluable way to begin a meaningful dialogue between home and school.



### **The week your child starts Nursery**

Parents or a family member are invited to two stay and play sessions with our nursery children. Following this the children can attend their allocated nursery sessions alone.

## Uniform



Because we understand that children have most fun when they are being messy, we feel that apart from a Cleves Cross jumper, cardigan or fleece, it is not necessary to buy any other items of formal uniform. Jogging bottoms or a pull on skirt (even shorts in warmer weather) are the easiest for quick toilet visits and independent dressing. We do provide aprons but small children have the absolute amazing talent for keeping aprons clean and yet getting paint, glue and other interesting materials on their clothes!

We work indoors and outdoors all day long, in all weather, so suitable footwear and coats are also essential. Small children often take items of clothing off and leave them on the floor! Please make sure all of your child's clothing is clearly labelled with their name.

A form to order uniform and a price list are included within your child's welcome pack and are available on our website.

### Statutory Nursery Entitlement

Our statutory nursery provision is in 3 hourly sessions which are broken into morning and afternoon slots. Mornings run from 8.30am - 11.30am and afternoons from 12.15pm. These can be taken flexibly throughout the week and, if required, combined with the additional wrap-around provision outlined below.

### Nursery Wrap Around Care

As well as offering high quality statutory nursery provision, we also offer the same high quality wrap around care and flexible provision for the benefit of both parents and children in our community. We offer a variety of sessions that can be mixed and matched to suit the needs of different parents. Details of the sessions, which can be taken in addition to the 15 hours of free provision, are itemised below.

### Nursery Charges Breakdown

<u>Item</u>	<u>Cost</u>
Breakfast Session (including food)	£1.50
Lunch Session (including food)	£3.85
Additional Nursery 3 hour session	£15.00
Half after school session 3:15pm -4:30pm	£5.00
Full after school session 3:15pm - 6:00pm	£7.50

### Early Years Foundation Charges Breakdown

Extended care is available over and above the 15.0 hours subject to availability of space. This can be taken flexibly, but sessions must be booked and paid for in advance.

We also take voucher payments for our extended care. Please contact Mrs Foster for more details.

### Nursery Additional Hours Options (suggestions only)

<u>Example</u>	<u>Cost Breakdown</u>
Half Day (Morning) (including lunch and breakfast option)	8:00am - 8:30am - £1.50 8:30am - 11:30 am £15 11:30 am - 12:15 p.m. (including lunch) - £3.85

	<b>Total Cost = £20.00</b>
Half Day (Full Afternoon)	12:15pm - 3:15pm - £15 3:15pm - 6pm - £7.50
After School Session	<b>Total Cost = £20</b>
Full Day	8:00am - 8:30am - £1.50 8:30am - 11:30am - £15.00 11:30am - 12:15pm (including lunch - £3.85) 12:15pm - 3:15pm - £15.00 3:15pm - 6.00pm included <b>Total Cost - £35 (including meals)</b>

### Early Years Foundation Stage Curriculum

The Early Years Foundation Stage Curriculum is a foundation for the child's future learning and development. It emphasises that every child is unique, that children learn through positive relationships, that the environment where they learn has staff who respond to their needs and work in partnership with parents and carers. Through playing and exploring, active learning and creating and thinking critically children can develop and learn in different ways and at different rates. Our aim is to foster and encourage this learning every day. Nursery and Reception education is referred to as the Early Years Foundation Stage (EYFS)

The indoor and outdoor classroom, and open ended collaborative play and exploration, are key features of the early years learning process.

Children in **Nursery and Reception Class** follow the Early Years Foundation Stage Curriculum which is developmental curriculum aiming for children to succeed in achieving 17 Early Learning Goals by the end of their Reception year in school. The EYFS Curriculum is divided into 3 sections.

- Characteristics of Learning
- Three prime areas of learning
- Four specific areas of learning



#### **Characteristics of learning**

- **Playing and exploring** - the children are finding out and exploring, playing with what they know and being willing to 'have a go'.

- **Active Learning** - the children are involved and concentrating, persevering and enjoying achieving what they set out to do.
- **Creating and thinking critically** - the children have their own ideas, making links and choosing ways to do things.



### Prime Areas of Learning

- **Personal, Social and Emotional Development** is when the children are making relationships and getting along with one another and adults. They are developing their confidence and self-awareness, and being able to manage their feelings and behaviour.
- **Communication and Language** is where children are given many opportunities to develop good listening, attention and understanding skills. They are also able to speak and express themselves effectively.
- **Physical Development** is all about developing large and small movements in a variety of ways and having good control and co-ordination when handling different tools and equipment. It also covers health and self-care, looking at ways to keep ourselves healthy and safe

### Specific Areas

- **Literacy**, where children learn stories, rhymes, books and reading. The children are also given lots of opportunities to develop their mark-making and emergent writing skills.
- **Mathematics** is where the children find out about numbers, counting, shape, space and measure.
- **Understanding the World** is where children find out about people and communities. Children develop an understanding about the work they live in, including ICT.
- **Expressive Arts and Design** where children are given many opportunities to explore music, dance and song. The children use a variety of media and materials to develop creativity and imaginative play.



Our aim is to provide a curriculum that is enriching, broad and balanced to prepare children for their future school life and beyond. Staff plan a range of play experiences in response to the children's interests to help children to progress in each of these areas of learning.



### **Learning through play**

It is widely recognised that children learn a significant amount through play and exploration. Play helps children to find out and develop through doing, talking, exploring, investigating, creating and experimenting.

“Play underpins the EYFS. It also underpins learning and all aspects of children’s development. Through play, children develop language skills, their emotions and creativity, social and intellectual skills. Play takes place indoors and outdoors and it is in these different environments that children explore and discover their immediate world. It is here they practise new ideas and skills, they take risks, show imagination and solve problems on their own or with others” (Early Years Matters 2012).

We provide interesting experiences that are appropriate for children’s age and stage of development. Staff endeavour to take your child forward in their learning by building on what they already know and can do. Every day is varied, stimulating, imaginative and fun!

### **Assessment**

In EYFS assessment of children is carried out daily with staff playing alongside children and making regular observations of what children do and say. Photographs, jottings, annotated pieces of work are collected to record children’s individual progress and inform future plans for learning. We keep all of this evidence in individual children’s learning journals. We also share many of these with parents through a simple app that school subscribe to.

### **Learning Journals**

Each child’s Learning Journal builds up during EYFS to become a lovely document showing how your child has grown and progressed in our care. We encourage parents to become involved with Learning Journals by sharing your observations and stories about your child from home (your child’s home/nursery diary is a good way to do this)



### **Key Person**

Each member of EYFS staff is a key person for a small group of children for whom they are specifically responsible for. They will aim to get to know your child very well and will be your first port of call for communication.

### Preparing for Nursery - how parents can help!

In order to prepare your child for their time in nursery there are some really simple things you can do:

- ❖ Help your child to become more independent in going to the toilet themselves
- ❖ Show them how to wash and dry their hands themselves
- ❖ Encourage independence by teaching your child to put on shoes, coats and jumpers themselves
- ❖ Avoid clothes with tricky fastenings
- ❖ Collect junk-boxes, clean yoghurt pots, wallpaper, material for our modelling and craft areas - any contributions will be gratefully received.

### Safeguarding



We are committed to safeguarding and promoting the welfare of all of our children and expect all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place which parents and carers are welcome to read the on request. All staff (including supply staff, volunteers and governors) must ensure that they are aware of this policy and subsequent procedures. A record of the safeguarding training completed by our staff is kept in the school office.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our children are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our designated persons responsible for safe guarding are:

1. Mrs Alison Lazenby (Head Teacher)
2. Mrs Christine Brentnall (Deputy Head Teacher)
3. Mrs Janine Atkinson (Assistant Head Teacher)

All visitors and volunteers are asked to sign into our school and a visitors badge must be worn at all times. If an adult is working with your child all qualifications will be check and a DBS check will be or will have been carried out and checked.

### E-Safety



The internet is such an integral part of children's lives these days. It opens up so many educational and social opportunities, giving them access to, quite literally, a world of information and experiences. Whether on a computer at school, a laptop at home, a games console or mobile phone, children and young people are increasingly accessing the internet wherever they can and wherever they are. As you would protect your child in the real world, you will want to make sure that they are safe whatever they are doing. Although our children are very young it is becoming increasingly common that young children are being able to get on to the internet at a simple click of a button. Please ensure that you are always present when your child is on a computer that has access to the internet and it may be a good idea to have programmes for your child to play on that do not need internet access. Talk to your child about the internet so they are becoming aware of what it is and what it is used for, in this ever changing high technological world no child is too young to begin to have some understanding of a computer and the internet.

At the beginning of their time in school you will be asked to fill out a consent form linked to photographs or videos taken of your child. These images will of course be used in your child's learning journal and on the walls in Nursery for display purposes. These images may also be used on selected partner's websites, approved by the school e.g. local newspapers, community interest companies, school sports providers and school social media such as twitter.

If you have any questions or queries regarding Safe Guarding within our school please contact the Head Teacher - Alison Lazenby.

### Respectful Relationships

As part of our school commitment to the UNCRC - The United Nations Convention on the Rights of the Child, and in line with our Rights Respecting School status, our behaviour policy is referred to as our Respectful Relationships Policy. This is available in full on our website and the principles of rewarding and celebrating good friendships and behaviour are the focus of our work.



### Complaints Procedure

**If any parents have concerns, worries or complaints it is very much hoped that they will initially raise these with the Nursery Leader or myself as Head Teacher either in person or by telephone.**

Most problems can be resolved through early contact and discussion and past experience has shown that almost every problem can be resolved at this informal level.

However, if they are needed, details of the more formal complaints procedures are available on our website.

## Charging and Remissions Policy

At Cleves Cross Primary School a range of activities and visits are arranged to broaden experience and support children's learning. The school has developed a Charging and Remissions Policy (in line with the Education Reform Act 1989) which allows the school to seek voluntary contributions from parents to support such activities. The school reserves the right to cancel any proposed activity should the level of voluntary contributions be insufficient to support it.

## Attendance

We place a strong emphasis on good attendance even though nursery is non-statutory. We believe it fosters good habits and routines and prepares them well for school. However, parents are the best judge of how their children are feeling and are asked not to send their child to school when they are evidently unwell.

### What should I do if my child is ill?



We would appreciate it if we could be informed of any illness or reason for non-attendance before **9:30 am on the first day of absence.**

If your child **needs** to be given medicine at school, a parent or responsible adult **must visit the school office** and fill in a form. An adult must then bring and collect the medicine each day. **Children are not allowed to bring their own medication.**

If your child becomes ill at school we will contact you by telephone.

Please ensure that we always have up to date contact numbers!

## Your Child's Progress in Nursery

You will be invited to speak to the nursery teacher formally on Parents' Open Evenings once in October to ensure that your child has settled into Nursery and again in March to discuss their progress. A written report is provided in July. You will also receive regular updates on their activities and experiences throughout their time in nursery via the app, once you are registered.

## Open Afternoons

You will have the opportunity to visit your child during 'Open Afternoons'. This is a valuable opportunity for you to come into nursery with your child and find out what he/she enjoys during their time with us. You will also have the opportunity throughout the year to look at your child's learning journal and share the journal with your school. The children love to share these 'special books' with

you. Parents are also invited into school to celebrate special times with the children. We very much value parental involvement in school life and if you have any questions or suggestions at all, we will be happy to hear from you. You are welcome to contact the school for an appointment with the Headteacher or nursery teacher at any time.

### Parking Concerns

Unfortunately we do have a problem with parking as we do not have enough space in our car park for parents' cars and the road directly outside of our school is a designated clearway. We encourage all children to travel to school by sustainable means, bikes and scooters are very welcome and we provide storage for them here at school. We also celebrate walking to school and would ask parents to support us in this as much as possible.

If you do need to come to nursery by car, please park outside of the clearway area or, if you do park in the streets close to school, please be very considerate of our neighbours and park politely.

Please ensure that everyone who may bring your child to school is aware of this advice and follows it fully. Thank you.

PLEASE NOTE: - Parents of children with additional needs may have permission to use the car park, but this must be agreed in advance with the head teacher.

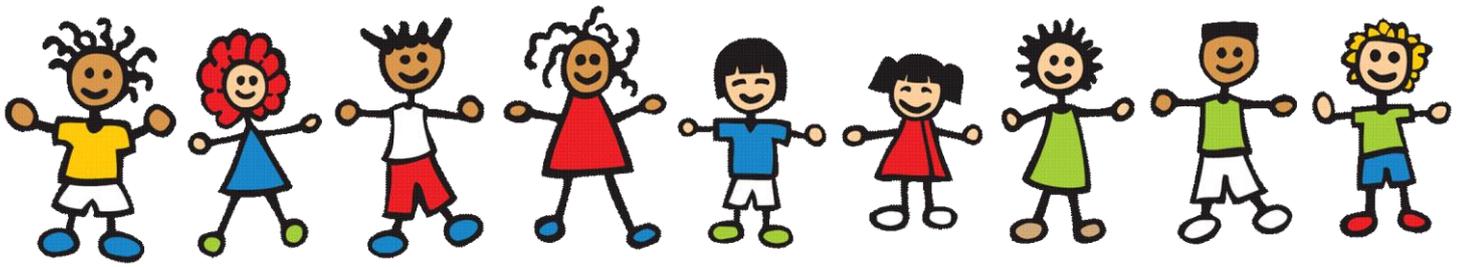


### Safety and Security

For the safety of all pupils and staff and the security of the building we ask that all parents follow the instructions below:

This will not only increase safety and security but minimise interruptions to teaching and learning.

- Parents bringing their child first thing on a morning are to enter the nursery area via the gate from the school yard. A member of the nursery staff will be in nursery waiting to meet you.
- When visiting the nursery or school for **any reason** before, after or during the school day please use the main entrance and you will be directed/escorted accordingly.
- If you are bringing your child into Nursery **after 8.55 am** please make sure that you use the main entrance gate via the buzzer system.
- Please note: *When parents enter through the gates and buzzer system, they should always ensure the school gate is closed behind them and not allow anyone else to enter school as they are leaving.*



**Some further helpful information and reminders that we ask you to note:**

**Please:-**

- ❖ Provide a named drawstring bag containing a change of clothing to hang on your child's coat peg. (These bags can be bought from nursery).
- ❖ Put a name in coats, hats, wellingtons, shoes and all school uniform.
- ❖ Dress your child in practical clothing - play is a child's work and is often messy, although aprons are provided accidents will happen so please avoid "special clothes".  
Make sure they can easily manage clothing to use the toilet - tight jeans, dungarees, belts or braces are not suitable.  
Our school sweatshirts/cardigans should be worn. Order forms are available from our website or can be ordered online through the Tesco website.
- ❖ Help with our school fund. We ask you for a contribution of £1 each week, which goes towards the cost of providing additional resources to enhance the curriculum, baking materials, dough ingredients etc. This can be paid monthly/termly and online if you prefer.
- ❖ Leave all pushchairs/prams outside of the nursery building for safety and health reasons.
- ❖ Don't bring toys, sweets or chewing gum from home.
- ❖ If your child takes toys or equipment home by mistake please just return them to nursery.
- ❖ Remember - Dogs are not allowed onto school premises, unless they are guide dogs



And finally....

Thank you for taking the time to read our brochure. We hope that you have found it useful and informative.

If you do still have some questions about our provision, please don't hesitate to get in touch and we would be happy to help.

	<p><b>Cleves Cross Primary School</b> <b>Application for Nursery</b></p>				
Child's Name:					
Address:					
Postcode:					
Telephone Number:					
E Mail:					
Child's Date of Birth:					
Name of Parent/Carer					
Relationship to Child:					
Both Parents National Insurance Number:					
Parent 1 .....Date of Birth.....					
Parent 2. ....Date of Birth.....					
If your child has a Statement of Special Educational Needs or will require additional support in Nursery, please inform us as soon as possible.					
Children are entitled to 15 hours free nursery provision which is 5 x 3 hour slots. When would you like your child to attend?  (Please tick as appropriate)	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
	AM	AM	AM	AM	AM
	PM	PM	PM	PM	PM
My Child is entitled to 30 hours Free nursery	Eligibility code				
Date of Application:	Signed:				



To be completed by school

Date form received:

Date of entry in to Early Years:



**Cleves Cross**  
Learning Trust

Cleves Cross Primary School

Extended Nursery Provision

We offer these extended sessions subject to availability. Extra nursery sessions are to be booked and paid for in advance and, in the event of non-attendance, payment will still be required. Nursery sessions must be paid for on a monthly basis on the first day of each month via the online portal. Breakfast and lunch sessions can be paid for weekly on a Monday.

We do try to remain as flexible as possible, however please note that 48 hours notice of any change to additional sessions is required. Please note all booked sessions not attended and not cancelled as above, will be liable for payment.

Sessions required in addition to 15 hours free entitlement: Please tick (✓) your requirements below.

Week commencing ...../every school week.

Day	Breakfast	Additional Morning nursery 8.30am – 11.30am	Lunch 11.30am – 12.15pm	Additional Afternoon nursery 12.15pm – 3.15pm	Half After School until 4.30pm	Full After School Until 6.00pm	Full am	Full pm	All Day
<b>Cost</b>	<b>£1.50</b>	<b>£15</b>	<b>£3.85</b>	<b>£15</b>	<b>£5</b>	<b>£7.50</b>	<b>£20</b>	<b>£20</b>	<b>£35</b>
<b>Monday</b>									
<b>Tuesday</b>									

<b>Wednesday</b>									
<b>Thursday</b>									
<b>Friday</b>									

Child's Name.....

Parents signature.....

Date .....