

Buckshaw Primary School



NURSERY CLASS POLICY

September 2021

ADMISSIONS POLICY

Buckshaw Nursery Class provides early years education for the children of Astley Village and North West Chorley and seeks to be fully inclusive.

ALLOCATION OF PLACES

Children can usually be admitted following their second birthday.

- Children will be admitted to the Nursery Class (providing a place is available) following the completion of an enrolment form which must be signed by the parent/guardian of the child.
- In a situation where no place is available at the time of the enrolment, the child's name will be added to the waiting list.
- Parents may visit the Nursery Class prior to their child being admitted.
- Prior to a child with special educational needs being admitted to Nursery Class, consultation will need to be conducted with parents and external agencies if necessary in order to ensure that the child's needs are going to be met.
- Parents will receive a termly agreement of the sessions for their child.
- This policy is reviewed annually

REMOVAL OF PLACES

The offer of a place in the Nursery Class is at the discretion of the Headteacher. The Headteacher also reserves the right to withdraw a place from the Nursery Class. Reasons for withdrawal would include:

- Non-payment of fees
- Unacceptable behaviour
- A change to circumstances which dictates that the Nursery Class can no longer meet your child's needs.

NURSERY FACT FILE

Experienced and qualified Teachers and Teaching Assistants.

- Inspected and approved by OFSTED
- An ideal progression into Buckshaw Primary School
- A mid-session drink of milk or water and healthy snack included.
- There are a maximum number of places available per session; these are determined by ratios and staffing.

SESSIONS

AM session 9:00– 12:00

PM session 12:00 – 3:00

Lunchtime 12:00 – 12:30

If you are entitled to funded hours each week (all children age three have this entitlement and it is means tested for families with two year olds) you can choose either five morning or five afternoon sessions, alternatively the funding would cover two full days plus a morning or afternoon session.

We also have breakfast and after school care for our Nursery children (from 3 years old) from 8.00 – 8:55 and 3:30 – 6.00pm (see price list). Please note children attending before and after school clubs must be toilet trained.

Sessions: If you are entitled to funded hours each week (all three year old children have this entitlement the term after they turn three, it is means tested for families with two year olds) you can request top up sessions to meet your needs.

ALL DAY SESSIONS INC LUNCH PROVISION

Full day sessions are available for all ages and a packed lunch needs to be provided, alternative you can pay for a school lunch (please inform the teacher if you wish to order a hot lunch). Packed lunches should be a healthy balance of food. No chocolate bars, sweets or fizzy drinks please. The nursery class can provide a list of healthy lunch ideas for your child's lunch box if required.

Buckshaw Nursery Class is in receipt of Children's Free Early Years Entitlement funding for two, three and four year olds which entitles each child to 15 hours per week free nursery care and education. This can be claimed at the beginning of the term after the child's second or third birthday. Children who are eligible for two year old free childcare (15 hours) will not be able to start their funded sessions until we receive a copy of the confirmation letter from LCC. Please ask the school office for more details.

PRICE LIST

2 year olds £5.50 per hour (£16.50 per 3 hour session)

3 & 4 year olds £5.00 per hour (£15.00 per 3 hour session)

Hot lunch £2.35 per meal

Breakfast (from 3 years old, toilet trained):

From 7.50am £5.00

From 8.30am £2.50

Kids Club (from 3 years old, toilet trained):

Until 3.45pm £2.50

Until 4.30pm £5.00

Until 5.20pm £8.00

Until 6.00pm £10.00

FEES

Fees are payable on the first day of your child's attendance each week or month (whichever is preferred). Even in the event of your child's absence due to holiday or sickness, you MUST continue to pay your weekly Nursery fees to cover salaries and other expenditure. Fees must be paid weekly or monthly in advance and cannot be carried over in arrears. If for any reason your fees are two weeks late, your child's place may be suspended. You can pay for fees either by cash or using our online payments system.

UNIFORM

The Nursery Class also have optional uniforms including a polo shirts, blue jumpers and blue cardigans with the school logo are available to order in sizes 2-3, 3-4 and 5-6 years. Uniform can be ordered from the school office or via the online system.

PARENT INFORMATION

Children need to be collected from the Nursery Class by a responsible parent. If there is likely to be a different person collecting your child who is not known to the staff, the Nursery Class Teacher MUST be informed. All authorised people must be aware of the password on collection. It helps us to help your child if we are informed of any problems your child may have to cope with. Please feel free to discuss any concerns about your child's health, home circumstances, behaviour etc, with your child's key person.

If your child is going to be absent from the Nursery Class for any reason you MUST inform school either via the school app, telephone messaging service or calling the school office as soon as possible. If we do not receive any reason for your child's absence a member of the school office will call.

BEHAVIOUR & SANCTIONS

Nursery Class staff promote the development of a sense of right and wrong by teaching the children appropriate ways to act and by discouraging unacceptable behaviour. We set clear boundaries and high expectations. We set good examples by praising the children for positive behaviour. We expect our parents or other adults bringing or collecting the children to do the same.

THE EARLY YEARS FOUNDATION STAGE

Nursery Learning, Development and Care from Birth to Five Years.

The Areas of Learning and Development:

There are seven areas of learning and development that shape our educational programme. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

The three prime areas are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Children are also supported in four other specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Buckshaw Nursery Class provides a wide variety of individual activities and experiences for your children around the seven areas of learning and development.

NOTICE OF WITHDRAWAL

FUNDED SESSIONS: If your child is in receipt of Early Years funding these sessions must be taken until the end of the term (December, April & July). You must inform school in writing four weeks prior to when you wish to withdraw your child.

PAID SESSIONS: If you wish to withdraw your child from their paid sessions you must inform school in writing four weeks prior to their last session. Please note; the fees for your child are payable within this four weeks notice period.

EQUAL OPPORTUNITIES

At Buckshaw Nursery Class we value and respect varying racial origins, religions, languages and cultures. Each child is seen as an individual. We will endeavour to provide access and facilities for children with Special Educational Needs or a disability.

We hope that by setting a good example we will be encouraging the children to develop positive attitudes to differences in language, gender, culture and race.

ASSESSMENT

Key persons undertake continuous observation and assessment of all children in the nursery play environment which are recorded in the child's Learning Journey.

This allows us to plan individual activities around their interests which enable the children to progress through the early learning goals and reach their full potential.

This Journey of children's progress is shared with you every step of the way and promotes a working partnership between nursery and families.

STAFFING

Our Nursery Class has 2 Teachers that job share. We also have a number of Teaching Assistants who are Level 2 and 3 qualified. Your child will be allocated a Key Worker when they join the Nursery Class. You can ask them any questions you may have whenever is mutually convenient.

CAR PARKING

Parents/carers are not allowed on the school car park at all. Parking is available over the road behind the shops. There is an underpass to our side gate and then a path from this gate direct to the Nursery Class entrance.

This report is reviewed annually.