



# Nursery

# Prospectus

# St Stephen Churchtown Academy and Nursery

## **Our Academy's Vision Is**

Working together to Inspire Excellence.

Achieve extraordinary outcomes for all children by providing a world class education through: - Aspiration, Spirit, Passion, Integrity, Resilience, Excellence.

## **Aims**

We aim to provide a safe, secure and stimulating environment where each child can fulfil their potential. We believe it is important for children to develop a positive self image and sense of independence. We develop a positive attitude to learning by following the interests of the individual child. We strive for all children to develop the skills to listen, concentrate, express themselves and have a positive approach to new activities.



## **Introduction**

St Stephen Churchtown Academy Nursery is a purpose built unit which accommodates 26 children each session. Children usually come to the nursery the term after their third birthday. They can attend a 3-hour session each day, either morning or afternoon or can attend all day using 30-hour funding or 15-hour funding. You will need to attain your 30-hour funding code the term before you wish to use it and we can advise you on how to do this. You will also need to check that your code is valid every term. Our sessions have an equal number of children — up to 26. We like to ensure that your child is in the same session as other children with whom they will be starting full time school.

Rising 3s – We recommend that you register your child early as depending on numbers there may be a place available for your child as a Rising 3. This is for children to attend in the term they turn 3 years at a cost of £7.50 per session.

The unit is staffed by a qualified teacher and a qualified nursery nurse as well as an additional Teaching Assistant and Apprentice Early Years Practitioner. Occasionally we have students from Cornwall College studying Early Years Education and child care and work experience students from local schools that are with us for a short time through the year.



Miss Case – Nursery Teacher

Mrs Andrews – Nursery Nurse

Miss Coad – Early Years Teaching Assistant

## Settling In

Before children are admitted to the nursery, the nursery teacher and the nursery nurse like to visit the children in their own home. This helps your child to begin to get to know the staff in a “safe” environment where they feel comfortable and gives parents an opportunity to ask questions and perhaps share any problems or concerns they may have. After a place has been offered, we ask the parent and child to visit the nursery for a short time so that you can have a look around, join in with or watch some of the activities. We find that it gives your child a taste of nursery life with the security of having mum or dad alongside.

We admit children over a number of days so that they can settle in. Having all the new children on one day can be difficult for them and us!

Parents sometimes need to stay with their child. For most children, depending on their needs and experience, it will only be a short time; other children may need more help to adjust. Some children will never settle while parents are present and on these occasions the nursery teacher will discuss the best way to bring about the break. Once your child has settled in please do not feel that your visits to the nursery must end at the cloakroom door. Sometimes your child may wish to show you something we have been working on or a piece of work on display.

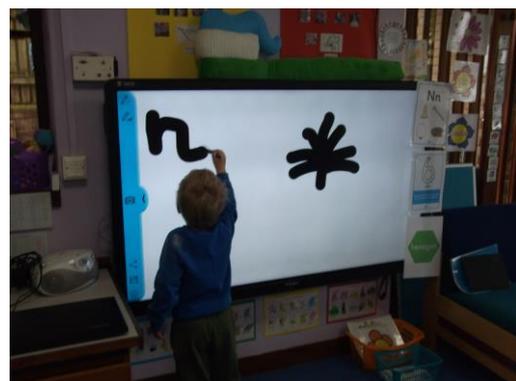
## The Early Years Foundation Stage Curriculum

The nursery is designed to be accessible to Rising 3s, 3 year olds and 4 year olds and offers a wide range of play based activities with educational objectives. Our planning takes individual needs and interests into consideration and covers the seven areas of learning; Personal, Social and Emotional Development, Communication and Language Development, Physical Development, Literacy, Mathematics, Understanding the world and Expressive arts and design. Together these areas make up the Early Years Foundation Stage Curriculum. We try to ensure that children's learning is exciting, effective and varied.

The "Curriculum Guidance for the Foundation Stage" is a statutory Government publication used by the Nursery and Reception Class to show the stages of development that children will go through and the Early Learning Goals they should be aiming to achieve by the end of the Reception Year.

The room is divided into areas for different types of play;

- The wet area where sand, water, paint, clay and creative activities can be found.
- The role play area—home corner, shop, dressing up etc. This changes with the topic.
- Floor play—construction, small world play, floor jigsaws.
- Quiet area for looking at books, writing, drawing, and music.
- Table activities including number and language activities.
- Outdoor environment for developing all aspects of the curriculum.



We usually have a story and singing time every session. The older children have a PE/Dancing session each week. We visit the school library weekly where children may borrow a book. We have a Reading Challenge where we encourage sharing a book with your child at least three times a week.

## **Assessment**

Children's progress is monitored daily and is recorded using online Learning Journeys through 'Tapestry'. We welcome parental contributions through 'Wow sheets' and online observations which you can add to your child's Learning Journey. In addition to the daily contact that most parents / carers have with the Nursery each term parents are invited in to school to discuss their child's progress and to share their child's Learning Journey. Interim reports are sent home midyear, whilst at the end of the year a summary of progress is given in a written report.

## **Behaviour**

To ensure that all children are happy and safe we have to insist on an acceptable standard of behaviour. Children are encouraged to follow our rules for life – show good manners at all times, follow instructions with thought and care and care for everyone and every thing. Particular emphasis is placed upon the importance of sharing and developing social and emotional skills.

We use positive behaviour strategies, including praise for good behaviour, as well as stickers and stamps for rewarding behaviour such as being kind, helping or trying their best.

## **Clothing**

Many of the activities in the nursery involve the use of play dough, paint, etc. Although we do provide aprons there will inevitably be times when your child's clothes become soiled. For this reason, we ask that your child is dressed in washable, easy care clothes. Please remember that we aim to make your child as independent as possible and this involves being able to manage their own clothing, toileting and putting on their own coat. Dungarees are very difficult for young children to manage as are metal buttons on jeans and lace up shoes.

We ask that your child brings a coat for outdoor play and has suitable clothing for wet weather conditions, such as wellington boots and waterproofs. On sunny days please could you ensure that you apply sunscreen to your child before they attend the session and that they bring a sun hat. Please name all clothing, particularly coats, wellies and hats.

Children love to bring “treasures” to school but as you can imagine it can be difficult to keep track of personal belongings.



## Daily Routines

At the end of each school session your child is handed separately to their parent or carer. If for any reason someone who is unknown (to us) is to collect your child, please let us know in advance or telephone school if you are to be delayed for more than a few minutes. We have a password system in place, so ensure that you know your password and notify the person collecting your child if they are unknown to us.

If your child is ill, please could you telephone school or write a note on your child’s return to the nursery.

Young children need some refreshment during each session. We provide a drink of milk or water and a selection of fruit for which we make a charge of £1 per week. Some of these contributions may be used to pay towards visits or additional resources for the Nursery. Snack time is a social activity where children learn to pour their own drink and help themselves to the fruit they would like. It is a time for learning to sit together and talk to each other. Children are encouraged to tidy up after themselves.

As we are a “healthy school”, aspects of cleanliness, health education and sensible eating are reinforced. It is often a time when children will share food they have prepared and cooked.



A weekly 'Parents as Partners' newsletter will keep you informed of day to day events and suggestions on how you can support your child's learning at home. This is available to view on our noticeboard outside the nursery and on the school website. Please ask a member of nursery staff if you would like a paper copy.

## **Transition to School**

The Nursery is an important and integral part of St Stephen Churchtown Academy and we hope that you will take an interest in all school activities. There is a regular newsletter keeping you up to date with what is going on. Shortly before your child transfers to full time school you will have an opportunity to meet the Reception Teacher and to discuss your child's entry into the Reception Class.

We have good liaison with the Reception class. Your child will have many opportunities to meet their new teacher, visit their new classroom and join in with some of the activities in the class before they transfer to the Reception Class.

In addition, the older children join in with some of the whole school assemblies and visit the main school for PE/dance and library sessions.



## **Safety Around the School**

### **Parking on the school site**

A one-way system operates at the school. Cars enter from the Creakavose entrance and leave via the Trethosa Road exit. Under no circumstances should cars enter or reverse back into the top car park from Trethosa Road.

Parents are asked to adhere to the 5 MPH maximum speed limit when driving through the school grounds and pay particular attention for pupils and other parents when entering or leaving the premises.

### **SAFEGUARDING CHILDREN AT SCHOOL**

Our school community has a duty to safeguard and promote the welfare of children. We have a Safeguarding Policy and procedures in place. A general overview is contained within this prospectus. A full copy is available on request or on the school website. 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 always ensure that our concerns about our pupils are discussed with their parents/carers first, unless we have a reason to believe that it is not in the child's best interests. If you have a concern about a child please speak to the class teacher in the first instance, Mr Welch, the Head teacher, our Designated Safeguarding Lead or Mrs Sarah Randles, Head of Early Years, the Early Years Safeguarding Lead.

### **ACCIDENTS**

Minor accidents will be dealt with by school staff trained in first aid. This will be recorded in our Accident Logbooks.

### **At the start of the school day:**

If you arrive after 8.40 a.m. the school entrance will be closed and you will need to park off site and walk into school.

If you wish to enter the school with your children, you may park in the lower junior playground.

Alternatively, you may use the visitor's car park (top car park); however, if the visitor's car park is full, you should leave the site and park elsewhere.

### **At the end of the school day:**

If you arrive after 3.10 p.m. the school entrance will be closed and you will need to park off site and walk into school.

The lower junior playground will again be available for parking from 3.00 p.m. until 3.45 p.m.

**There are problems with car parking causing congestion in the entrance lane. This is a no parking area. Please do not park here.**

Please arrange to meet your child in the vicinity of their classroom and accompany them to your vehicle. Unaccompanied children in this busy area present an obvious hazard.

We hope your child will enjoy their time in the Nursery and we feel confident that they will benefit from the valuable experiences gained.

## Contact for more information or to book a visit

St Stephen Churchtown Academy and Nursery  
Creakavose  
St Stephen  
St Austell  
PL26 7NZ  
Phone: 01726 822568

Email: [secretary@ststephenchurchtown.org.uk](mailto:secretary@ststephenchurchtown.org.uk)

### Checklist of items to bring in

#### Daily

- spare clothes



- underwear



- coat



- wellies



- sun hat (on sunny days please apply sun cream to your child before they start the session)



Please ensure all items are clearly labelled with your child's full name.

#### Weekly

- £1 snack contribution



#### Termly



- Box of tissues