

Ashfield Nursery School/



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Contact Us

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OUR AIMS

In our Nursery we aim to create a safe, exciting, well planned, stimulating environment where every child and family will learn to their full potential and have the confidence to succeed regardless of background or circumstances.

Ashfield Nursery has a dynamic, positive image with a clear identity, which stands for excellence. We are the firm foundations building the future for the individual and the community.

Every child and their family matters

TIMES OF THE SCHOOL DAY

Nursery doors will be opened at 9.00am each morning

The school day is from 9.00am until 2.00pm, 5 days a week.

All children are entitled to 15 hours a week nursery provision, ie 9.00am to 12.00noon, 5 days a week. If your child has been offered an extended day until 2.00pm you must provide your child with a healthy packed lunch as nursery is unable to provide a meal.

A healthy packed lunch should contain, for example, a sandwich, fruit, yogurt, vegetable sticks as we are a designated Healthy School and are promoting healthy eating – please see separate leaflet for ideas.

If you forget the packed lunch you will be required to collect your child at 12.00noon promptly as we have no facilities to provide a meal.

PACKED LUNCHES – NO NUTS

Please can we ask parents not to put nuts into children's packed lunches as this is a health and safety issue for some of our children.

We are making this request as we wish to safeguard all our children and a number of children in nursery have nut allergies which could endanger lives.

STAFFING

Co-Headteachers	Mrs Anne Humble and Mrs Kay Mills
Senior Teacher	Mrs Frances Burtle
Teacher	Miss Emma Wilkinson
2 Year Old Unit Manager	Mrs Debbie McLaughlin
Nursery Nurse	Ms Maureen McCabe
Nursery Nurse	Mrs Sandra Taylor
Nursery Nurse	Mrs Margaret Foggin
Nursery Nurse	Mrs Paula Bell
Nursery Nurse	Mrs Hilary Wright
Nursery Nurse	Mrs Jacqui Fairley
Learning Support Assistant	Mrs Hamitha Miah
Learning Support Assistant	Miss Jenna Christer
Learning Support Assistant	Ms Sandra Mitchinson
Learning Support Assistant	Miss Amy Holliday
Admin & Finance Officer	Mrs Jacqui Hamilton
Caretaker	Mrs Susan Bannon

GOVERNORS

Our Chair of Governors is Ashleigh Terry

Our Vice Chairperson is Sarah Simmons

Admission Policy

Ashfield Nursery School follows Newcastle Local Education Policy for admissions.

Religious Worship

We do not have a daily act of worship or direct religious education teacher and are not affiliated to any particular religion.

Special Needs

We have trained staff and a policy on the identification of and arrangements for, children with special needs.

Sharing Information

We feel sharing information with practitioners working with children and their families is vital.

Safeguarding in School

Ashfield Nursery School is committed to ensuring the welfare and safety of all children in school. All Newcastle schools, including Ashfield Nursery School, follow the Newcastle Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Newcastle Safeguarding Children Boards Procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

Mobile Phones and Cameras

The use of mobile phones and cameras is **prohibited** in nursery.

Full Hats/Helmets/Face Coverings

Parents and visitors are requested to remove all items of clothing that obstruct the view of the face, this is to ensure that all persons on school premises are identifiable at all times.

Complaints

Hopefully, this will not occur but should you have a complaint please contact either your class teacher, member of staff or one of the Co-Headteachers.

If your complaint is about any staff member please contact one of the Co-Headteachers. If the complaint is against one of the Co-Headteachers, please address your complaint in writing to Ashleigh Terry, Chair of Governors.

Attendance

At Ashfield Nursery School, the attendance of all of our children is of vital importance. Although we recognise that attending nursery is not statutory, we hope to instil good habits in punctuality and attendance in children and their families to help them make the most of their education and the activities.

Attending nursery every day will help to give your child the best possible start in life. If possible, please arrange family holidays and extended trips to coincide with school holidays. If you do have to go in term time, please limit any absence from nursery to two weeks or less.

Illness

If your child is unwell please inform nursery on the first day of absence and give the reason for the absence.

If your child has:

Vomiting or Diarrhoea – they must be kept away from nursery for 48 hours from the last episode of vomiting or diarrhoea.

Chickenpox, Mumps, Measles – period off nursery is 5 days from onset of rash or until full recovery.

WHAT CAN YOU DO TO HELP?

10 things we would love you to practice with your child as they start nursery

1. To talk about nursery with your child, reminding them you will be leaving them but will be coming to collect them.
2. To enjoy the new experience of nursery.
3. Start to use the toilet on their own.
4. To wash and dry their hands.
5. To use a handkerchief to blow nose.
6. To try to remove their coats, gloves and hats and hang them up.



7. To put shoes on and take them off.
8. Share a book with an adult.
9. Start to share toys.
10. To tidy up.



SETTLING IN AT NURSERY

The first half term in the autumn is our settling-in time.

We introduce the children in small groups and for short periods of time and then gradually increase numbers and time, this is done on an individual basis.

All children react differently and there is no set expectation for how to settle-in. Our advice is for you to leave your child with us as quickly as possible so that they associate nursery with being independent.

If your child finds settling-in difficult don't worry we are all very experienced and will make individual arrangements, which will be successful.

Our job is to provide a happy environment the children want to be in and we work very hard to achieve this.

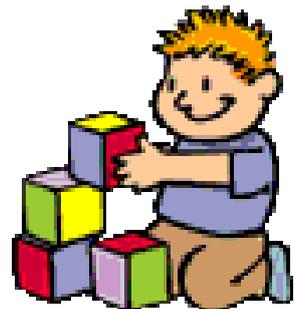
During this time we spend lots of time building up relationships with the children and assessing them so that we can begin to plan.

PLAY

The natural way for young children to learn is through play.

In our nursery we use play to:

- ◆ Provide an opportunity to develop language
- ◆ Provide opportunities and motivation to practice basic skills
- ◆ Help develop self-confidence
- ◆ Help children to learn to share
- ◆ Encourage thinking and decision-making
- ◆ Nourish curiosity
- ◆ Development concentration
- ◆ Stimulate interest
- ◆ Provide a secure basis for further learning



WHEN YOUR CHILD STARTS NURSERY

1. Your child should always be brought to and collected from nursery by a **responsible adult**.
2. If you are not picking up your child please let staff know who will be. Please try to be prompt when collecting your child, as being last and everyone else gone home can be very upsetting.
3. We access our outdoor area in all weathers; please can your child bring a named pair of wellies that stay at Nursery. We paint, we glue, we draw and do lots of “messy” things, please dress your child in suitable clothing and footwear. Your child will want to access all activities when in nursery so we advise you to remove all jewellery. When children are climbing, dressing up, exploring, jewellery can represent a DANGER.
4. Please put your child’s name in clothing.
5. Please supply spare pants as “accidents” do happen, these can be given to staff in a named bag.
6. If there are any changes at home please let staff know as this helps us support your child (a new baby or new house can affect your child’s behaviour).
7. We have an “open door” policy and if you have any queries or problems please feel you can come and talk to any member of staff.
8. **If your child is not coming to nursery can you please let us know by 9.30am.**
9. Sweets are not allowed but your child can bring a comforting toy until he/she settles.
10. Our home loan book scheme operates weekly.

THINGS WE THINK YOU NEED TO KNOW ABOUT US

Milk and a healthy snack mid-session are provided

Our children are encouraged to eat fruit and vegetables.

There is no formal catchment area for our school and as children are of non-statutory school age parents have freedom of choice.

In our setting the children are given a firm grounding in social and learning skills. This is achieved in a vibrant, exciting, relaxed environment, which needs lots of help, and support from you the parents.

TRANSFER TO PRIMARY SCHOOL

If your child is 4 year old before 31st August he/she may transfer to primary school.

Places are allocated at the primary school on a parental choice basis, subject to availability of places. Information on how to apply will be given to parents early in the Autumn Term.

All2gether@Ashfield

We have a 2 Year Old Unit for two year olds. If you are eligible for the Government 2 Year Old Offer, your child will be entitled to 15 hours per week free provision.

If you would like to check eligibility or require any further information regarding this offer, please contact the school office.

We offer paying sessions at All2gether@Ashfield, please contact the school office for further information.

Addendum for Covid-19 Pandemic

Absences involving temperatures and coughs:

If your child has a temperature, they cannot return to nursery until 24 hours after they are temperature-free. If your child has been taking medicine (eg Calpol) for their temperature, they cannot return to nursery until 24 hours after the last time they had medicine and must be temperature free.

If your child has a cough:

- If you are convinced it is a cold, then your child can return to nursery when they are well enough.
- If your child has a 'new and persistent cough' then we advise you to contact 119, who will give advice and inform you whether a COVID PCR test is necessary. Please keep nursery up to date with advice given and result, if a PCR test has been taken.

September 2021