

# Welcome to



**Outstanding Ofsted 2019**

Telephone Number : 01937 557602

Parents  
Information Pack  
2022 - 2023



We are each unique and beautiful, but together  
we are a masterpiece



# Prospectus



Welcome to the Barkston Ash Nursery School. We are a friendly village Nursery, which aims to offer enjoyable and stimulating activities and education to children aged between 2 and 5 years.

We are an informal setting allowing children to develop at their own pace whilst supporting their individual educational needs. We consider ourselves a unique nursery school that can provide opportunity for learning away from the setting, for example monthly forest school experience, nature walks and visits to a local nursing home where the partnership between us has enabled children and the elderly to participate in joint activities on a monthly basis.

Our Nursery School was founded 24 years ago and operates out of the Village Hall, Church Street, Barkston Ash, Tadcaster. We have two large rooms an outside play area and a separate kitchen and cloakrooms for the children and adults,

Nursery school is open during school term-times every day from **7.00am to 3.30pm**. **We can also offer wrap around until 6.00pm**. Our session times and costs are as follows: -

Early Bird Breakfast Club	½ hour	7:00am – 7:30am	£7.50
Breakfast Club	1.0 hour	7:30am – 8:30am	£7.50
Full Day Care	7 hours	8.30am – 15.30pm	£39.00
Extended Session	5 hours	8:30am – 13:30pm	£28.00
Standard Morning	4 hours	8:30am – 12:30pm	£24.00
Standard Afternoon	4 hours	11:30am – 15:30pm	£24.00
Wrap Around (3yrs)(Ex: Breakfast)	9.5 hours	8:30am – 18:00pm	£53.50

**Please Note: funded hours start from 8:30am**

**\*\* Additional Charges \*\***

If your child requires breakfast when they arrive after 8:30 there will be an additional charge of **£1.00**

Your monthly invoice will also include a standing charge towards:-

**Snacks, baking activities, local visits £6.00**

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**Our aim is:**

- To enhance the development and education of children under statutory school age, working in partnership with parents and other professionals.
- To provide a safe, secure and stimulating environment
- To work within a framework that ensures equality of opportunity for all children and families. Ensuring children are able to reach their full potential

**We offer your child:**

- An individually tailored curriculum to meet the early learning goals

## STAFF MEMBERS

The Nursery is run as a partnership and the partners and manager in the group are: -

	Qualification **	Early Years Experience
<b>Sue Williams</b> <b>Senior Partner</b>	BA (Hons) Educational Leadership, Preparing to teach in the lifelong learning sector – PTTLs Level 4 Member of the Institute of Mentoring, Enterprise and Entrepreneurs (IOMEE) Early Years professional	24 years
<b>Tania Stafford</b> <b>Partner</b>	Level 3 – Play work. City in Guilds Home Management and Family Care	35 years
<b>Joanne Howson</b> <b>Manager</b>	BA (Hons) Educational Leadership	10 years

\*\* All staff hold a First Aid Certificate and Food Hygiene qualifications. We regularly attend training seminars to keep abreast of relevant current issues and legislation updates.

### **We are Ofsted inspected, and parents may ask to see our inspection reports.**

In addition, we have five members of staff and occasional assistance from other qualified helpers when required. All staff are thoroughly vetted through the Discloser and Barring Services (DBS).

## ADMISSION TO NURSERY

Priority for admission is given to those children who require full day care and for those children who wish to use their full funded entitlement. Starting at Nursery School is obviously a big step in a child's life and the way in which a child responds will vary. Some will feel at home immediately, whereas for others it may take some time until they feel comfortable. We therefore encourage parents and carers to stay with their child, if necessary, until they feel confident in their new environment, we also encourage the use of comforters such as blankets and favourite toy until such time the child feels able to attend without them.

We accept children who are still in nappies, we ask that a parent signs a consent form should the nappy need changing, for those children who are potty training, a potty is provided and a member of staff will take them at regular intervals. We do require parents to provide spare nappies, wipes and clothing. We keep a record of all nappy changes, which parents can ask to see. **We do not use 'pull-up's'**

## REGISTRATION AT NURSERY

All parents are required to complete the Nursery school's registration document, this provides us with emergency contact names and numbers, doctors name and telephone number, information on inoculations and medical history. We also ask parents to sign the consent form allowing us to seek emergency medical treatment as well as consent to apply Sun Cream, change nappies, change clothing and give cuddles when your child is upset. Part of the registration document

requires you to complete a 'base line assessment' on your child's progress, this helps practitioners to have an understanding of their progress to date.

## INVOICING

You will be invoiced monthly. The preferred method of payment is by standing order direct into our bank account, we also accept childcare vouchers. In order to keep your child's place at nursery there can be no reductions or refunds if your child is sick or on holiday. We do not charge for Bank Holidays.

## EDUCATIONAL FUNDING

Families with a two-year-old child, who are accessing certain benefits, are able to have a funded Early Years place for up to 15 hours per week. Please ask for details.

The term following a child's third birthday universal funding for all 3 and 4 years old is available to fund nursery places for up to 15 hours a week.

There is an additional 15 hours of extended funding available subject to a criterion being met, giving a total of 30 hours maximum funding allowance. Barkston Ash Nursery is registered to provide places under this scheme.

**All additional sessions above the funding amounts will be charged for separately.**

## ARRIVAL OF CHILDREN

Start time is dependent on the session to which your child is attending. Parents and carers are asked to arrive at the correct sessional times that have been booked. Any changes to your booked times need to be agreed by a staff member beforehand. All children have a name card that is on a rack in the 'Small Hall', parents are requested to collect the card with their child(ren), bring it to the member of staff who is registering attendance; you are also required to sign your child in and out each time your child attends.

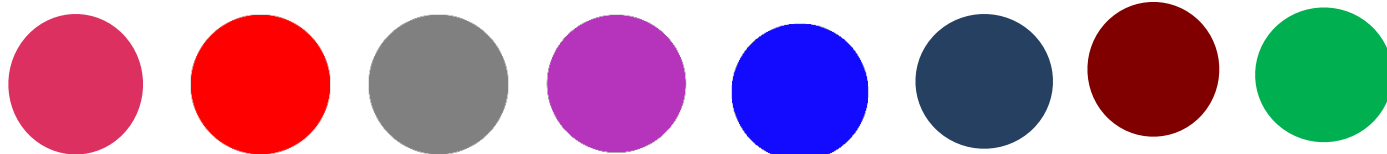
## SECURITY:COLLECTION OF CHILDREN (Safeguarding)

Only authorised people will be able to collect your child and who have been specified on the '**authorised persons to collect children form**' which includes photographs. These are the guidelines we must follow to ensure your child's safety. In the event of an emergency, and a person unknown to staff attempts to collect your child, they will be asked to provide staff on duty with the password that you have given on the registration document. If they are unable to provide us with this information, we will not release your child, and staff will attempt to contact parents or carers.

## KEY PERSON

When a child begins Nursery School they will be allocated a key person. This simply means that each member of staff has special responsibility for a group of children across the age range. This helps to build secure relationship, both with individual children and parent/carers ensuring, that in a large group each individual child's needs are met. The care of the children is the responsibility of all members of staff; children will not only be looked after by their Key Person.

If a parent needs to discuss any issue relating to their child, the key person will be the first point of contact. The key person also has responsibility for making assessments and undertaking child observations that form an element of the end of year reports. Information on occasions will be shared with other professionals, schools etc. Permission will always be sought beforehand.



For ease of identification, each key

person wears a

## **DAILY ROUTINES**

### **ACTIVITIES**

Children will have free choice from the extensive range of core provision that we have on offer each day. This allows children to follow their own interests by selecting and using the broad range of curricular activities both inside and outside. We enhance these activities with adult focused activities using the children's interests. We try not to break children off from an activity which they are involved in and allow them to naturally flow from one provision zone to another.

### **SNACK TIME**

We offer a Café style snack time, which is available to all the children from 9.45am – 10.30am daily. All the children receive a healthy snack with milk, and water is freely available throughout the day. We have a menu plan, which the children help put together, which provides them with the opportunity to choose snacks that they enjoy. We encourage parents to bring a piece of fruit for our fruit bowl, so children have access to it daily. We support 'Healthy Eating' and ask that children do not bring sweets, chocolate or sugary drinks into nursery.

### **CIRCLE TIME**

This is a time where the setting comes together, either as a whole group or split into two groups for story time and group share time. Practitioners will often use "Emily" the puppet to engage with the children. We try to do this at 11.00am for no longer than 15mins. Children who need support with this activity will be given this.

Practitioners not involved in circle time will endeavour to "tidy up", and supervise those children still engaged in alternative activities.

### **HOME TIME SONG AND RHYME**

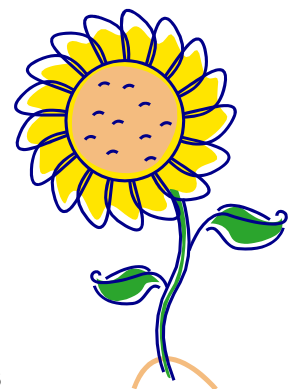
This is a whole group activity for about 10mins before lunchtime. Those children who go home at 11.45 wait for collection in the small hall whilst we set the room ready for the children staying for lunch.

The above routines are mirrored for the afternoon sessions. All children have free choice to join in these activities.

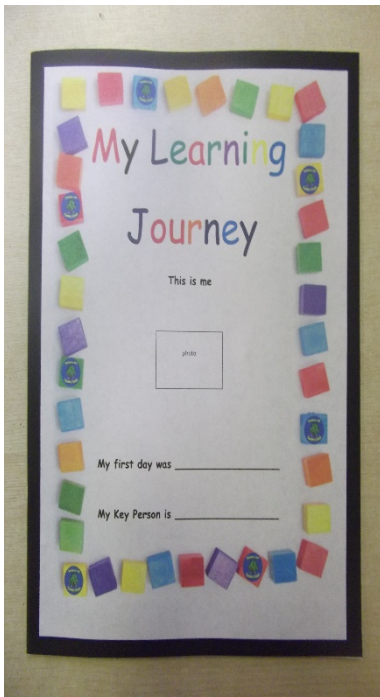
### **THE ROLE OF THE PARENTS**

Our nursery recognises parents as the first and most important educators of young children. Our Nursery School aims to support parents in all aspects of the education and care that we provide for your child. All parents and guardians are warmly welcomed:

- to work in the group with the children
- to assist with special work projects
- to attend outings and activities away from the setting
- to attend training courses and workshops as appropriate.



## RECORD KEEPING - Children's Learning Journey



We have sufficient staff ratios to enable us to implement an excellent record keeping system in which observations of the children in the group and at home are used as a basis for drawing up a curriculum to extend children's learning opportunities, or Individual Learning and Provision Plans for each child as required. Children's Learning Journeys are designed to build up a picture of a child's achievements and development during their time at Nursery.

Parents can access their child's learning Journey at any time during nursery however, the learning journeys are also sent home during the Autumn, Spring and Summer term; we encourage parents to complete an observation at home and include any special activities, events and photographs which will help your child's key person plan activities linked to interests at home; these are seen as valuable contributions to your child's learning and development.

## TRAINING

All staff are continually updating themselves through regular training events, which cover all aspects of working within early years, this includes personal and professional development. Each member of staff is required to hold a minimum of an NVQ 3 and is encouraged to seek further qualifications as well as complete an Ofsted recognised paediatric first aid and food hygiene course.



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## CURRICULUM

In recent years more importance has been placed on the quality and content of provision for nursery age children. The introduction of The "Early Years Foundation Stage" curriculum is centred on the child's interests within Prime and Specific areas, and covers children from 0 – 60 months. These are:-

### Prime Areas

#### **Communication and language:**

Giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

#### **Physical development:**



Providing opportunities for young children to be active and interactive, to develop their co-ordination, control, and movement. Children are also helped to understand the importance of physical activity, and to make healthy choices in relation to food.

### **Personal, social and emotional development**

Helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

## **Specific Areas**

### **Literacy development**

Encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.



We are now following the 'Read Write Inc' letters and sounds programme. This system is working very well, with most or all children now knowing the basic letter sounds.

This phonic based programme enables children to learn the correct letter sound to help 'blend' words when they are learning to become readers. Although letter sounds will be used throughout the setting we will only introduce the full programme of letters and sounds with the more able children who are ready for the next stage. Five members of staff have received relevant training to ensure that this system can be introduced correctly. If you are teaching your child at home to write letters please can you ensure that this is **lower case only**. As part of the read write programme we will teach children the correct letter formation.

For more information, use the link below:-

[www.ruthmiskintraining.com/en/resources/sound-pronunciation-guide](http://www.ruthmiskintraining.com/en/resources/sound-pronunciation-guide)

### **Mathematics**

Providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

### **Understanding the World**



Guiding children to make sense of their physical world and their community, through opportunities to explore observe and find out about people, places, technology and the environment.

### Expressive arts and design

Enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play, and design and technology.



### WHAT TO WEAR

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are not too new and easily washable.

It is good for children to practise the skills that will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other peoples help.



We also ask parents to provide plimsolls for indoor use, as we encourage children to change out of their outdoor shoes.

The Nursery supply a small draw string bag (Pump bag) for your child's items as the nursery cloakroom has limited space.

***Please could you also provide a coat in cold weather, as we like to play outside if possible? Nursery Sweatshirts and T Shirts are available for purchase.***

### HEALTH

**In cases of sickness, diarrhoea or infection please do not return children to Nursery School until at least 48 hours clear of symptoms.**

## **LINKS WITH SCHOOL**

Nursery School has an important role to play in preparing children for school. Strong links have been forged with the local primary school, which include Saxton C of E Primary School, Barkston Ash RC School as well as schools in Sherburn, South Milford and Church Fenton.

The Head Teachers or Reception Teachers make visits to Nursery in readiness for the children making school visits in preparation for starting school in the autumn term.

We believe these links are important for the children and for the Nursery school and if parents wish, they may come along to Nursery when the teachers are visiting. Parents will be notified in writing with dates and times.



## **COMPLAINTS PROCEDURE FOR PARENTS**

In the event of a parent or carer having a complaint against the Nursery School or any member of staff, the following procedure should be followed. 1. The first point of contact is the key person, as there will be many occasions when your concerns can be resolved as a matter of routine. 2. If you are still dissatisfied after discussions with the key-worker or should you prefer not to discuss matters with the key-worker then you should raise the subject with any of the partners.

3. If matters still remain unresolved, Ofsted can be contacted on:03001231231

## **RECORDING**

As a matter of course we log receipt of all complaints, additionally we record the outcome of the discussions, actions and final resolution.

## **CHILD PROTECTION PROCEDURES**

Our Nursery School's primary responsibility is for the welfare of the children in our care. It is therefore our duty to inform the local Safeguarding Children Board of any concerns that staff may have of suspected abuse.



## **EQUAL OPPORTUNITIES STATEMENT**

Our Nursery School aims to meet all children's individual needs, including special educational needs. The values deriving from different backgrounds (racial, cultural, religious and linguistic) will be recognised and respected.

## SPECIAL EDUCATIONAL NEEDS

We aim to provide equality of opportunity for all members of our group, and this includes children with special educational needs. The numbers of adult/child ratios enables us to provide individual attention for each child. Each child is able to progress at their own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs, and we operate in accordance with the governments Code of Practice on special educational needs. If you would like to discuss the group's ability to meet your own child's needs, please talk to any of the partners or key worker.

## BEHAVIOUR MANAGEMENT POLICY

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

## CONFIDENTIALITY POLICY

The Nursery Schools work with Children and families will on occasions bring us into contact with confidential information. ALL information is treated as "Strictly Confidential" and will not be discussed with any other parent. Files and records relating to your own children are available at any time for you to view. No information will be passed to or shared with any 3<sup>rd</sup> party without the written consent of the parent/guardian. We are registered with the Data Protection Agency.

**Disclaimer:** The nursery accepts no responsibility for any photographs taken during activities such as sports day, toddlethon, leavers celebration or Nativity being uploaded onto Social Networking Sites by parents.



## NURSERY SCHOOL POLICIES

We ask all parents as part of the initial registration to Nursery to read our policy statements and sign to confirm acceptance. Our policies are available to parents on request at any time.

We have an extensive range of policies and risk assessments. All our policies and assessments are designed to offer the best possible experience for the children and families in the group in a safe and secure environment.

