



Bentilee Nursery School

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GENERAL INFORMATION

Bentilee Nursery School is administered by the Stoke-on-Trent Education authority and caters for pupils from three years to four years plus. The school is located within Treehouse Children's Centre. It is an open-plan building with access to outside paved and grassed areas. The school is situated on a large housing estate and mainly serves the families in this area. The Nursery has close links with the main primary schools on the estate i.e. Maple Court Primary and Eaton Park Primary and serves as a feeder school for them.

ADDRESS:-

Bentilee Nursery School
Treehouse Children's Centre
Dawlish Drive
Bentilee
Stoke-on-Trent
ST2 0HW

TELEPHONE:-

01782 235065

e-mail address:

bentilee@sgfl.org.uk

STAFF:-

Mrs. A Harvey	Chair of Governors
Mrs E Massey	Headteacher
Mrs J Wilshaw	Assistant Teacher
Mrs P Grattage	Senior Early Years Practitioner
Mrs K Gowland	Senior Early Years Practitioner
Mrs H Brown	Early Years Practitioner
Mrs S Yildiz	Early Years Practitioner
Mrs A Briggs	Early Years Practitioner
Mrs S Barnish	Early Years Practitioner
Mrs J Brookes	Office Manager
Mrs M Wilson	Learning Support Assistant
Miss L McCleary	Learning Support Assistant
Miss L McCleary	Midday Supervisor
Mrs V. Haddon	Cleaner
Mrs C. Lymer	Catering Assistant

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Bentilee Nursery School

Treehouse Children's Centre

Dawlish Drive

Bentilee

Stoke-on-Trent

ST2 0HW



Dear Parents,

Welcome to Bentilee Nursery School. We hope that the following information will provide you with an insight into the high quality care and education we offer to you and your child. It is only possible here to give you a brief outline of our policies and practice but you are always welcome to visit the school and view the written policies in more detail. If you do require further information upon any aspect of your child's education please do not hesitate to ask.

We hope that both you and your child have an enjoyable experience attending our Nursery and that your child develops a positive attitude to learning which will motivate him/her through his/her future educational career.

Yours sincerely,

Liz Massey

E. Massey
Headteacher.

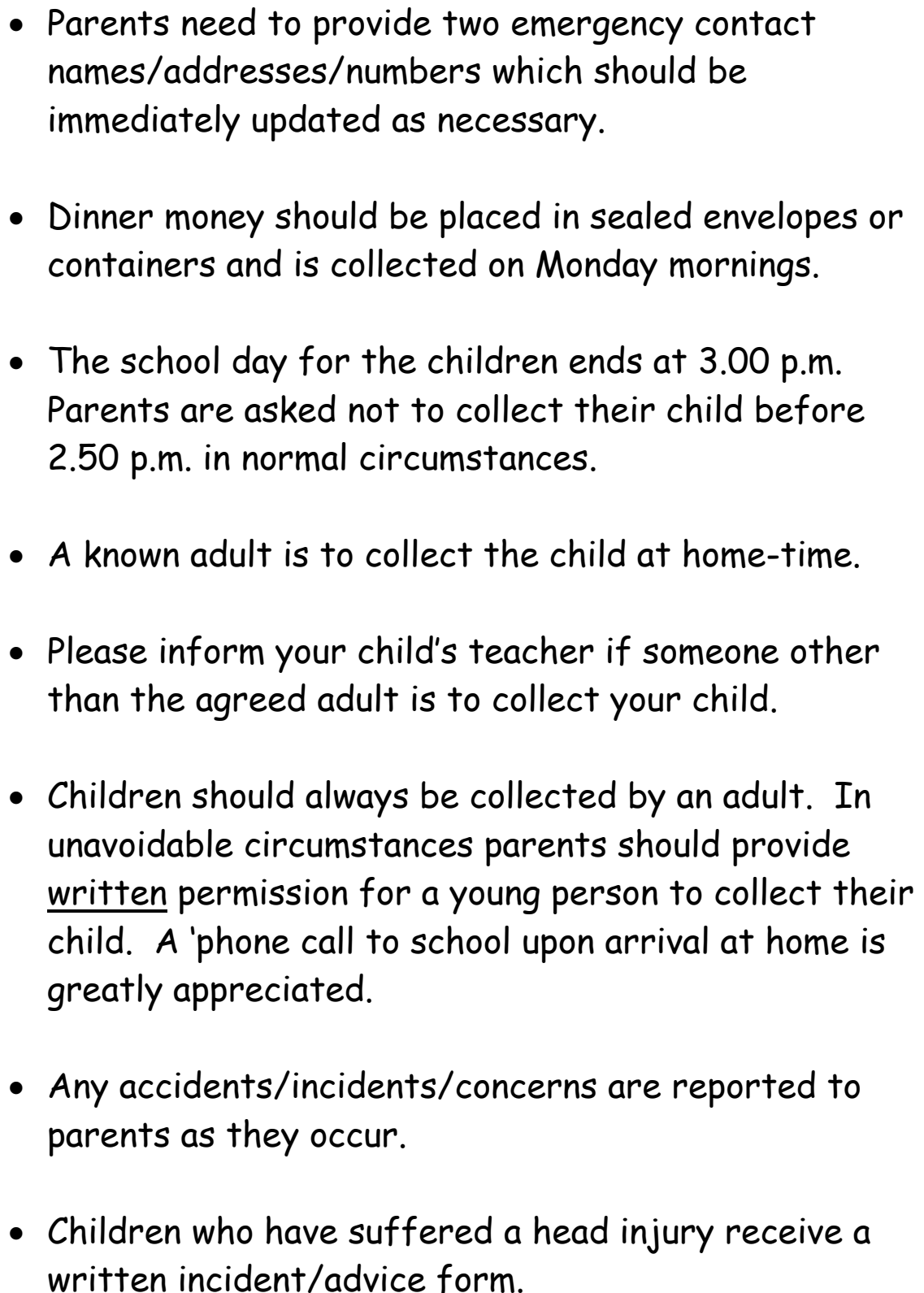




Bentilee Nursery School

Summary of school procedures:-

- Punctuality and regular attendance is appreciated. The children's school day commences at 9.15 a.m.
- Always ensure that the school gate is closed after entering and leaving the grounds.
- Parents and children arriving after 9.15 a.m. should enter through the Centre's ground floor entrance.
- Medicines are not given in school except for asthma inhalers/ventilators or for life-threatening illnesses. In such cases parents are asked to provide written details re dosage, and authorising school staff to administer the medication.
- Children prescribed anti-biotic medicine should remain at home for 48 hours from commencement of the medication.
- Children should remain at home for 48 hours after a bout of sickness or diarrhoea.
- It is the policy of the school not to admit children with live head lice. If a child does display signs of live untreated lice parents are asked to collect the child as soon as possible. The child may return to school after treatment.

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- Parents need to provide two emergency contact names/addresses/numbers which should be immediately updated as necessary.
 - Dinner money should be placed in sealed envelopes or containers and is collected on Monday mornings.
 - The school day for the children ends at 3.00 p.m. Parents are asked not to collect their child before 2.50 p.m. in normal circumstances.
 - A known adult is to collect the child at home-time.
 - Please inform your child's teacher if someone other than the agreed adult is to collect your child.
 - Children should always be collected by an adult. In unavoidable circumstances parents should provide written permission for a young person to collect their child. A 'phone call to school upon arrival at home is greatly appreciated.
 - Any accidents/incidents/concerns are reported to parents as they occur.
 - Children who have suffered a head injury receive a written incident/advice form.

- Parents are expected to inform their child's teacher of any concerns/incidents that may affect their child's performance at school.
- Parents' advice/ideas for improving our service are welcome at all times.
- The school operates an "open door" policy. Please feel free to come to discuss any concerns or worries that you may have at any time with any member of the teaching staff. If necessary appointments can be made at mutually convenient times.



Bentilee Nursery School



Exclusion Procedure for Illness/Communicable Disease

Minimal Periods of exclusion from the setting.

Illness/Disease	Minimal exclusion/absent period
Vomiting/sickness	48 hours after symptoms cease
Diarrhoea/upset tummy	48 hours after symptoms cease
Gastro-enteritis, food poisoning, salmonellas and dysentery	Until free from illness and on advice from GP
Conjunctivitis	24 hours after the start of treatment
Chickenpox	5 days from appearance of rash and all blistery spots dried up
Hepatitis A	7 days from onset of jaundice
Measles	5 days from appearance of rash
Meningococcal Infection - Meningitis	Until fully recovered from illness and on advice of GP
Mumps	Until swelling has subsided and not less than 5 days from onset of illness.
Whooping Cough	5 days after starting antibiotics
Poliomyelitis	Until free from infection and on advice of GP
German Measles (Rubella)	5 days from onset of rash
Scarlet fever Streptococcal throat infection	Minimum of 3 days after commencing antibiotics.
Impetigo	Until the skin is fully healed
Plantar warts	No exclusion. Should be treated and covered.
Scabies	Until treatment is received
Hand, foot and mouth disease	Until clinically well
Ringworm of the scalp	Until treatment has started
Ringworm of the body	Until treatment has started
Worms	Until treated
Head Lice	Child must have been treated
Influenza (Flu)	Until clinically well
Typhoid Fever	Until declared free from infection from GP
Tuberculosis	Until declared free from infection by GP

We advise that you not attend the setting if:

- * During the first 2 days of your child taking antibiotics
- * If your child is suffering from a high temperature and/or is generally unwell.

BENTILEE NURSERY SCHOOL

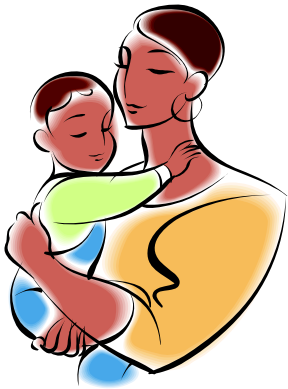
Admissions and Induction



The school is a 60 place unit offering full-time education to children from 3 years old.

The Local Authority manage the Admissions procedures for all schools in the City. Parents are required to complete an Admission Request for nursery education by February prior to September admissions.

Parents receive an invitation to a New Parents' Meeting during the term prior to their child starting school. The meeting is an opportunity to meet the staff, discuss school procedures, and to discuss any queries parents may wish to raise. After this initial meeting parents and children have the opportunity to visit the school during set times for the remainder of the term in order that they can become familiar with the school environment and staff.



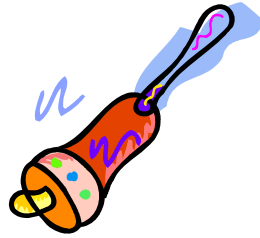
We operate a *staggered in-take* procedure which means that children are given a set starting date during the first few weeks of the term so that not all the new children are admitted on the same day. On their first day a parent/carer is required to stay with the child for an hour during which time they both participate in the group's activities and the parent has a short discussion with the Headteacher.

On their second day the child stays without their parent/carer for an hour. If this is successful the period is gradually extended until the child is staying full-time. Each child is viewed individually and no child is coerced into staying longer than s/he is ready to. This would have a long-term detrimental effect upon their attitude to school. This induction period is obviously longer for younger children and if parents wish their three year old to remain on short-time periods for the first half-term, then this can be accommodated.



Our aim is to have all our children happy and settled into school as calmly and smoothly as possible in order that they may concentrate upon their play and that they can begin to develop their social and academic skills.





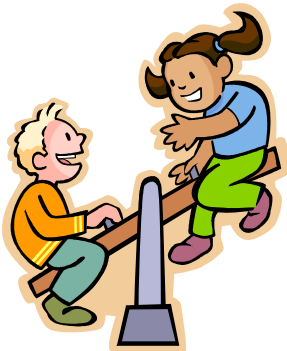
Bentilee Nursery School

Preparing your child for school.



Starting to school is an important occasion for parents and children. It is probably the first time that a child is separated from a parent/carer for a relatively lengthy period, and some children may be, justifiably, apprehensive of the occasion. Parents too will have their own qualms about what their children will be experiencing during their period at school.

There are, however, certain steps that you as a parent can take to ensure that starting to school is not a traumatic occasion for either you or your child.



Firstly, children are very susceptible to adults' emotions and if they sense that you are worried or apprehensive they will become so too. So do talk to your child about how exciting it is to go to school and how lucky they will be to have lots of friends and new toys to play with. Visit school together before the starting date for short informal visits so that both of you become familiar with the environment, staff and children. If your child sees you chatting to the staff and children they will know that

you accept this stage as a natural part of life and will consider the staff and children as mutual friends.

We offer the opportunity of a Home Visit prior to your child starting school. This is an excellent opportunity for you and your child to get to know your child's teacher in an informal and relaxed way. The visit lasts for about $\frac{1}{2}$ - 1 hr and enables you to tell the teacher about your child, and for your child to show their favourite toys, books, etc. Initial Home Visits are a very valuable way of supporting a calm, smooth and speedy settlement into the nursery environment.

Once your child has started to school he/she will bring home paintings, models, etc., which, if you put on display to show how proud you are of them, will help to develop a bond between home and school.





Children at school are encouraged to be independent in their personal hygiene and your child will feel more confident about school if he/she is able to use the toilet facilities unaided.

Try to dress your child in clothes that are easy to manage e.g. jogging pants rather than trousers with difficult buttons.

Start now at home to encourage your child to use the toilet independently and they will feel much more confident when they do start school.



If your child uses a spoon and fork at meal times start to introduce a knife and fork several weeks before they begin to school so that when they stay for their first mid-day meal a knife and fork will be familiar tools to them. Discuss with your child about how grown-up they are now that they can do these things for themselves and about how proud you are of them.

Children at school will be involved in many "messy" activities such as painting, gluing, clay-work, gardening, and even though children wear protective aprons, unfortunately clothes do become easily soiled. better to dress your child in easy-to-wash everyday clothes rather than special occasion outfits that may become spoilt.



It is



Much of our curriculum is planned using the outside environment so do ensure that your child is dressed appropriately to suit the weather i.e. scarf, hat, gloves/mittens on cold days, and sun-hats, cotton tops on sunny days. Children participate in outside activities daily throughout the year so a coat is needed on most days.

If you have any worries about your child's speech, sight or hearing as well as mentioning them to your doctor or health visitor, do tell your child's teacher so that we can bear it in mind when planning activities for your child.



Finally, help your children to understand how proud you are of them now that they are old enough to start to school. You need to ease your children into thinking of themselves as school boys/girls. If you have prepared them in the ways we have suggested then there will be no need for anxiety on either part as THE great day approaches.

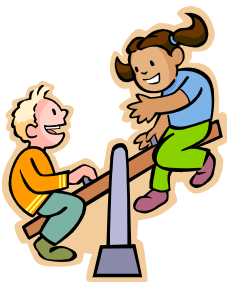
BENTILEE NURSERY SCHOOL

AIMS

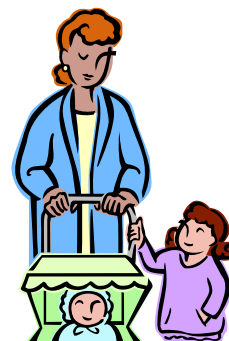
At Bentilee Nursery School we aim to provide a safe, secure and happy environment in which we can meet the individual needs of all our children. We believe that in *The Early Years care* and **education** cannot be separated and therefore we aim to provide for development in all areas of learning, both educational and social skills in accordance with Early Learning Goals for the Foundation Stage in education.



Children learn best through **play** and **enjoyment** and therefore it is with an activity and language based curriculum that we plan to introduce the child to new experiences and skills, and thus enable him/her to progress to the next stage of development. By providing a good example with professionally trained staff we aim to develop their relationships with peers and adults and help them to develop acceptable attitudes of behaviour. We aim to enable each child to become independent and self-sufficient.



Nursery education is not insular and should be seen as a continuum from home leading to primary education. We acknowledge the importance of parents as the child's first educators and aim to work together with parents for the children's future progress. Children enter Nursery at various levels of development and by communicating and consulting with parents we aim to provide a structured and developmental programme, which will enable each child to make his/her own individual rate of progress.



By creating a caring, attractive and stimulating learning environment for our children we aim to provide a firm foundation on which future learning can build.

Bentilee Nursery School

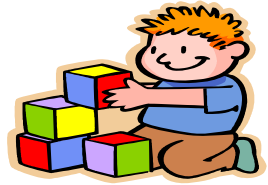
The Foundation Stage Curriculum

The Early Years Foundation Stage Curriculum is a specific curriculum for children from 0 – the end of the Reception year. The curriculum is divided into 6 areas of learning consisting of:

Personal, Social and Emotional Development,

Communication, Language and Literacy,

Physical Development (including Healthy Lifestyles)



Knowledge and Understanding of the World (including science, information technology, food technology, design and making skills, history, & geography),

Problem Solving, Reasoning and Numeracy

Creative Development (including music, art, and role play).

Each area has Early Learning Goals which identify skills, knowledge and attitudes that children are expected to have attained by the end of the Reception Year. The goals are subdivided into colour coded Stepping Stones which progress from *yellow – blue – green – grey* the actual Early Learning Goal.

Young children learn best through imaginative play based activities and therefore we plan our learning and teaching experiences to be very practical and exciting. Children make good progress when they feel safe, secure and happy and working to these ideals underpins all of our practice.

You will find out more about how children learn when you join in our regular parent and children workshops, story sessions, etc. Children make the best progress when parents and staff work closely together.



Bentilee Nursery School

Assessment and Records

Children's progress is constantly observed, assessed, and recorded throughout their Nursery career. This enables their teacher to plan and provide activities relevant to each child so as to maximise learning. To do this we need to know what your child has achieved before admission to our school and so you are asked to complete the pre-school record sheet. This parent's record forms the first page in the child's "**achievement file**" or Record of Achievement.

Throughout the period your child attends our school, any progress he/she achieves is recorded in his/her R.O.A. This might take the form of paintings, tracings, drawings etc. or photographs of models they make, role-play/drama activities, physical activities, in fact any activity which shows how his/her learning is developing. You are welcome to look at your child's R.O.A. at any time and invited to add;- pictures or writing he/she has done at home; certificates awarded out of school e.g. clubs, swimming; photos of special events etc. anything you feel demonstrates his/her achievement which you would like recorded.

Each child has an on-going Assessment record which is maintained by his/her class teacher. We hold formal Open Days a year to which you are invited. It gives you the opportunity to join in with daily activities and to discuss your child's progress with his/her teacher. However, should you have any concerns or queries do not hesitate to ask for an update of your child's progress at any time.

The Primary School to which your child will transfer will be provided with his/her Assessment Records together with a brief report of his/her attainment in the six areas of learning for the Foundation Stage so that the work in the reception class may continue from the stage the child has attained in the nursery. The Records of Achievement are given to you as a memento of your child's Early Years experience.



Bentilee Nursery School

Homework Policy

Young children are learning all day and everyday from birth onwards. They learn from new experiences, daily routines and from interacting with all adults and other children with whom they encounter each day.

Bentilee Nursery School believes that young children learn best when engaged in relevant, practical, and fun activities. The school's curriculum is based upon this philosophy. Children need to practise and consolidate their new knowledge and skills throughout their daily routines. This means that our children's "homework" should reinforce their "schoolwork" and vice averse.

Below we have summarised some "homework" assignment for you and your child to complete together. Always remember to make the sessions fun and enjoyable for both of you. Informal, short but frequent sessions built into your daily routines are most successful.

- Discuss with your child what they have done at school each day.
- Read the topic newsletter and notice board to find out what learning your child is focusing upon each half-term so that you can reinforce new vocabulary and ideas informally in your discussions.
- Complete the weekly topic assignments together.
- Bring in any books, pictures, videos that you may have to support the current topic.

- Ensure that your child brings their library bag back to school each week and that their Library Diary is completed.
- Attend the Story/Library sessions with your child whenever possible.
- Join the school's DVD/Video Library.
- Participate in the school's Toy Pet Loan scheme; preparing your child for the follow-up discussion and writing the return letter jointly with your child.
- Explore the Starters and Leavers packs together and complete the activities with your child.
- Attend the school's curriculum workshops, Open Days, teacher/parents discussions, and teacher/parents group coffee morning sessions.

If you would like any further information do please talk to staff at any time that is mutually convenient. Do remember that when children learn through play then learning is fun and successful.



Have fun together!



BENTILEE NURSERY SCHOOL



HOME/SCHOOL PARTNERSHIP

At Bentilee Nursery School we attach great importance to the relationship between Home and School. Children settle into school more quickly and make speedier progress with their learning when parents and school work together in partnership. We have several Home/School schemes that aim to link the two settings as learning providers for your child.



Starter Packs

During their settling in period, new children are provided with a pack of activities consisting of toys, pencil skills, books etc to take home each day.



Toy Pets

Every Group has its own Toy Pets which like to go home to visit each child's family in turn. They have a lovely time joining in with the family's activities and parents are invited to write a little 'story' about the visit in their note books. These stories are read to the Group the next day so that all can share in the adventure.

Leaver's packs

During the half term before going to the primary school, children are able to take home pre-reception activity packs each week. The packs contain stories, toys, tapes, scissors, crayons etc. There is no charge for any of the above activities but we do ask for a contribution towards replacing any lost or damaged items. There will be a Home/School Partnership meeting to explain these activities in more detail early next term.

Library Book Loan

All children are encouraged to have a love of books and reading. Joining the weekly library book scheme is particularly very beneficial. Each child is provided with a book bag and book diary. Children select a book with the help of an adult each Friday afternoon to take home and read with their parents! Parents are asked to record and comment on the books that they have shared each week with their child.



Story/Library Sessions

We regularly hold courses or workshops for parents to join in at school. For example, an Emergency First Aid course, or a meeting about helping your child to read. We would be delighted to arrange any other course to run at school.



Another regular feature involving parents is our fortnightly Story/Library sessions. We have different guest story-tellers to each session and you are invited to join in your child and then choose a book together to share at home.

We are always interested in new ideas to develop our links between home and school so if you do have any suggestions for future schemes do please let us know.



BENTILEE NURSERY SCHOOL

Special Educational Needs

Through our routine daily observations and assessments any child with a special educational need is identified at an early stage and strategies are developed between the teacher and the school's SENCO to address the concerns. The school is able to enlist help from other agencies such as the speech therapist or the educational psychologist if this is required. The earlier such concerns are addressed the greater the chance of improvement at any early age. Please do inform the school on admittance if your child is currently attending a specialist clinic, or if you would like the school to initiate a referral to a specific agency.

Safeguarding Children Policy

As part of the overall care of our children we do practice a Safeguarding Children policy. All new governors, staff and volunteers are subject to CRB checks prior to their appointment. Staff are constantly alert to child protection issues and receive regular training regarding procedures for recording concerns about child abuse. It is our moral and legal responsibility to refer any reports/concerns of child abuse to the C.P.A. who will make decisions about further action. We are not involved in any investigative procedures that may follow.

Complaints Procedure

Any concerns/issues can usually be solved through discussion with your child's group teacher. Often such instances are communication misunderstandings. However, if you feel you have a complaint that has not been addressed do please discuss it further with our teacher or Headteacher. If the complaint concerns the Headteacher then our Chair of Governors is the person to consult.

Any complaints should be investigated during the first day of referral and you will be informed of outcomes within two working days. If you still feel dissatisfied with the outcomes then you should refer the complaint to the Chair of Governors (if it has not already been referred), or to the Local Authority Children and Young People's Services, or to Ofsted.