



Madeley Nursery School



Prospectus – information for parents and carers

Discovering our amazing world together.

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We believe that:

- ❖ young children are powerful learners;
- ❖ all children have potential

We are a researching school with a creative, ecological curriculum that promotes collaboration and active participation from everyone in the school community.



Our **aims for the school** are to create a vibrant, friendly school community for all, that engenders delight and enthusiasm in learning. A community that is creating confident, committed members of society through outstanding early education and care within a culture that places well-being and safeguarding at its centre. We generate a robust culture of safeguarding amongst the whole school community and see that being and feeling safe is fundamental to developing the highest levels of well-being and learning.

Our approach to teaching and learning is inspired by the preschools of Reggio Emilia and the ideas of Gregory Bateson. At Madeley Nursery School children learn in groups and research the world through environmentally focused projects. We are part of local, national, and international networks of settings and higher education institutions with whom we work to develop our practice.

Learning is primarily developed through research projects focused on the local environment, that evolve from children's interests and observations by the staff. Nature and natural subjects are inherently inter-relational. The children see the tonalities and aesthetics of these relationships and then use them to create and elaborate ideas.

There is a strong focus on partnership with parents and families as well as community groups. With a fundamental belief in active participation, equalities, and inclusion, we want all children to become good citizens and achieve their best, continuing their journey into school and beyond with a love of learning and excellent dispositions and attitudes.

What are the aims of the Nursery?

Our aim is to create and celebrate a community of learning where there are endless possibilities to discover together through curiosity, creativity and play.

- Providing a secure and stimulating place in which children and adults (staff, parents / carers and families) can learn together with confidence and enjoyment.
- Enabling children and adults to engage deeply with learning allowing them to reach their full potential.
- Offering opportunities for children to learn as individuals and as part of a group in developmentally appropriate ways.
- Fostering creativity and curiosity, and offering experiences which will help children develop understanding and respect about the world in which they live.
- Encouraging children to express their thoughts, feelings and ideas in a variety of ways, developing critical thinking.
- Promoting children's well-being and safeguarding supporting children to have a positive self-image.
- Developing children's understanding of the needs and views of others.
- Valuing inclusion, equality, democracy honesty, fairness and justice whilst challenging discrimination reflecting international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.



At Nursery we aim to give your child a broad educational experience which celebrates the richness and diversity of the society in which we live.

We are opposed to racism or racist behaviour and will challenge instances of this should they occur.

We believe that girls and boys have an equal right to develop the skills they will need in order to live a full and happy life.

We believe that a person's worth as a member of society is not related to ethnicity, race, religion, social class, physical or intellectual ability, sexual orientation or gender identity and promote this view in our work with children and families.

All children are encouraged to take a measure of responsibility for their own learning.

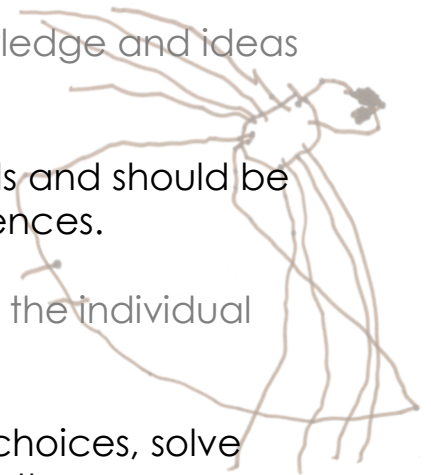
When working in groups' children develop confidence to offer their ideas and skills in listening and negotiating with others.

As adults we respect their work and value the knowledge and ideas they bring to activities.

We recognise that all children have individual needs and should be offered access to the full range of curricular experiences.

We ensure that the curriculum is adapted to match the individual needs of each child.

We encourage children to share their ideas, make choices, solve problems and understand how their actions affect others.

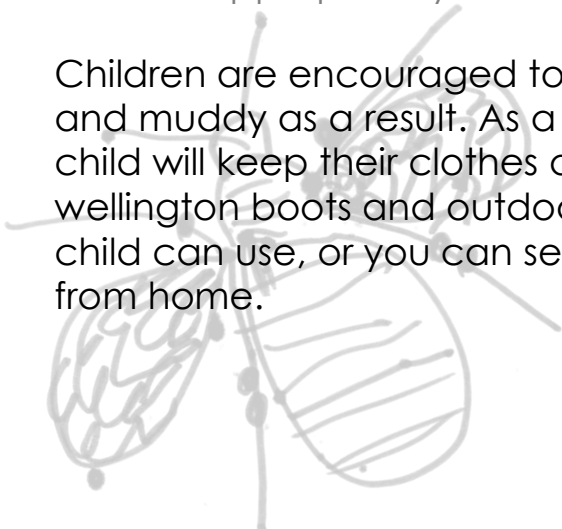


Learning outdoors

All children and adults learn outside every day, throughout the year. This is a policy key policy at Madeley Nursery School. This approach is proven to help young children grow, develop and thrive.

We ask that you help us in this policy by ensuring that your child is dressed appropriately for the weather.

Children are encouraged to explore their environment and will get wet and muddy as a result. As a result we cannot guarantee that your child will keep their clothes and footwear clean. We have a store of wellington boots and outdoor waterproof coats and trousers that your child can use, or you can send their own boots and outdoor overalls in from home.



Settling in

By the time your child starts Nursery you will have already had the opportunity of a home visit and a visit to Nursery. This will have gone some way to helping your child feel comfortable with the staff and secure within the building but will not automatically mean that they will be confident to be left during the first day, week or even longer. Obviously the time it takes individual children to settle and parents' other commitments vary greatly so the leaving is organised on an individual basis to suit you and your child's needs.

Circumstances vary and if you are able to be flexible and respond to your child's individual needs on a day to day basis this will go a long way to alleviating pressure on you both.

Being as relaxed as possible about the time you spend settling your child into Nursery will certainly pay off in the long run.

When you feel the time is right for you to leave it is important that you tell your child you are going. If you feel your child may need some support please tell a member of staff that you are going before you tell your child, then a member of staff can then be there with your child as you go.



It is often the long drawn out separations that are the most unsettling for both adult and child. You are very welcome to be in Nursery for as long as it takes for your child to settle.

Clothing

Please send your child to Nursery in clothes that are easy to manage when going to the toilet to support their development of independence.

We cannot guarantee that your child will go home with clean clothes. They maybe soiled or wet, however we will change them into dry clothing if their clothing is heavily soiled or wet.

Therefore please do not send them into nursery in clothing that you want to keep clean.

Many of the activities in Nursery could be described as 'messy', and aprons do not always keep clothes clean. We offer a range of multi-sensory experiences with materials such as paint, glue, sand, water and mud. This broad and age appropriate approach helps young children to develop their curiosity, physical skills, communication and language skills and enjoyment of learning.

Nursery sweatshirts are available and can be purchased from the office. They are not compulsory.

To avoid confusion, bags, jumpers, sweatshirts, coats, hats, shoes and wellies must be clearly marked with your child's name.

We advise that you send in a named bag with your child with a full change of clothes, we do have some spare clothes in an emergency.

The children in Nursery have the opportunity to play outside everyday all year round. This means that they need layered warm clothing in cold weather and warm, waterproof outdoor clothes in the winter, a hat, tops that cover shoulders and sun-cream in the late spring and summer.

Sturdy footwear is required all year round as there are many opportunities for climbing in the Nursery garden. Please try to avoid laces or other difficult fastenings on footwear as these can be difficult for your child to manage themselves.

Please name all of your child's possessions including their bag, clothing and footwear.

Personal Possessions

If your child wishes to bring something to show us or to have in Nursery these are then kept safe in the office. Sometimes they are not collected and forgotten about and will then be kept until the end of term. Please ask if your child has left anything in school

We cannot take responsibility for items that are lost in Nursery and we would be grateful if precious possessions were kept at home. Lost or left property is taken to the charity shop at the end of every term.

What will the sessions be like?

Children are organised into three key groups called nests.

Sparrows nest All day provision	Robin's nest All day provision	Pigeon's nest Morning only provision
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Each nest has a group of key staff who build close and supportive relationships with the children and families in their group, they are known as 'key workers'.

Time	Activity
8.30 – 9.30	Settling in time. Greeting friends, playful encounters. Freely choosing activities.
9.30	Group gathering to say hello and plan what we are doing today.
	Children begin to work at planned group research activities, inside or outside. Children collaborate together in playful learning and exploration. Practical activities to maintain the environment inside and outdoors.
	Drink and snacks are made available in each area at a suitable time during the morning session.
11.15 - 12.00	Group time. Reflect and review learning Activities, literacy / mathematical games with physical/musical dimensions. Storytime
12.00	Children attending for the morning session only leave
12.00 – 12.45	Lunch time
12.45- 1.30	Quiet time for resting, calm activities
1.30- going home	Practicing skills. Children collaborate together in playful learning and exploration. Practical activities to maintain the environment inside and outdoors.

Transitions into nursery

Parents and carers can choose to separate from their child at the door on arrival or for the first 30 minutes of each session come into the school to have a look around and see some of the activities that are out in Nursery that day. It is also an opportunity to share some of the work that children have been doing.

On arrival children hang their coat and bag on a peg provided with their name. A member of the Nursery team is always present on the door at the beginning and end of each session. They are there to provide security at the entrance, however we ask that parents and carers contribute to keeping children secure by being mindful of all children particularly younger children who may be in nursery.



To keep children and adults safe, parents may not accompany children to the toilet area, nor can they use their internet enabled mobile phone to take calls, reply to messages or take digital photographs and video. Please ask a member of staff if you need help, or are unsure of the safety rules.



Following group planning each nest use their space, both in and outdoors, for the children to carry out their work. There are opportunities to:-

- ❖ work in a group
- ❖ work on their own
- ❖ work with an adult
- ❖ work with a range of activities which are related to their specific needs or the current project research



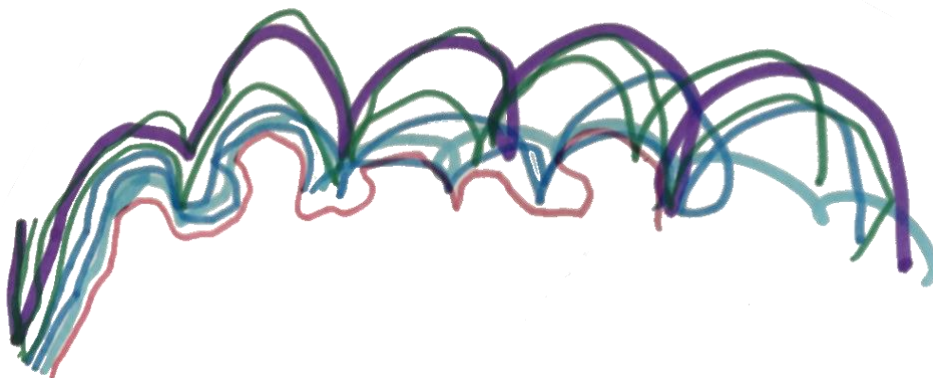
During this time drinks and a snack are available. Your child will be offered a choice of milk or water and a range of fruit, vegetables or a sugar and salt free cereal based snack. We sometimes share food together to celebrate festivals or special

occasions such as birthdays. We ask families who wish to send in birthday treats to send in fruit to share at snack time. Children must always wash and dry their hands before having refreshments.

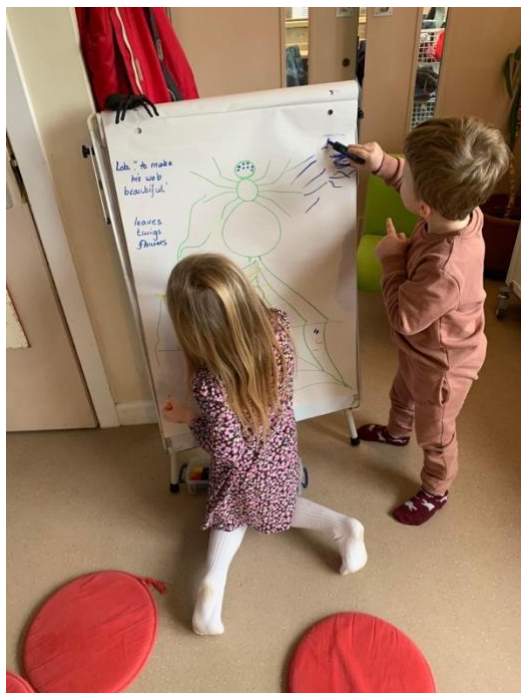
The children are informed towards the end of this part of the session that Group time will be next and that it is time to clear up indoors and outside. The children are expected to do this with the support of adults. For Group time the children go into smaller groups as appropriate to have the opportunity to:

- ❖ talk about and share and reflect
- ❖ reflect on some of the work they have done in their session
- ❖ share experiences
- ❖ develop ideas relating to the current Nursery focus
- ❖ take part in literacy or mathematically focused activities, songs and games
- ❖ listen to stories

We have a lending library of books, we will let your child choose a book to borrow. We ask that you share it with them and return it in reasonably good order, we will then support your child to choose another book. We would encourage your child to borrow books on a regular basis. By regularly sharing books with your child at home you are giving them a great start in developing reading and writing, and a love of books.



How does the Nursery plan for children's learning?



The Nursery provides a carefully planned experience for children that builds on their interests and ideas and which introduces them to a range of new possibilities. The planning of the curriculum seeks to achieve an appropriate balance between what is pre-planned and what captures the children's interest as the work develops.

We make careful account of the children's responses to these ideas and explorations in staff journals on a daily basis, these are available to children, parents and staff. A working document outlining the focus of the

current term is available for parents in Nursery or on the website.

This medium term plan is reviewed regularly using information gathered at the daily review meeting.

Staff are based with a group at a minimum ratio of 1 adult to 10 children. If the nature of the group is such, there is additional staffing to lower this ratio or to support particular children.

All staff work directly with children; teaching, monitoring and supporting activities, supporting play, providing care and developing learning documentation and observing children.



How does the Nursery ensure that we deliver the requirements of the Early Years Foundation Stage framework?

The word '*curriculum*' is used to describe all the learning experiences that children have at Nursery.

These experiences are consistent with the Early Years Foundation Stage framework which children will follow in Nursery through to the end of their reception year in primary school.

As a staff we plan the curriculum to ensure that different areas of learning and experience are represented in the play and learning activities we provide.

The areas of development within the Early Years Foundation Stage are:

communication and language,

physical development,

personal, social and emotional development,

literacy,

mathematics,

understanding the world,

expressive arts and design.



We develop our provision to promote the characteristics of :

playing and Exploring – engagement.

active Learning – motivation.

creating and Thinking Critically – thinking



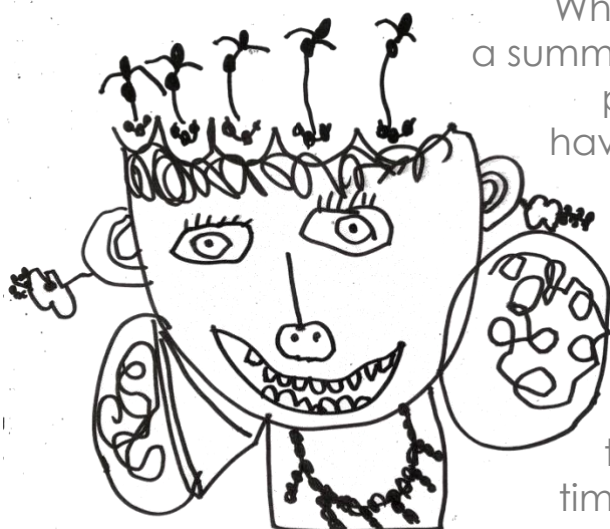
When young children are engaged in an activity their thinking will continually cross over all curricular boundaries. Young children will make reference back to their own experiences. In doing so they will

often take the essence of the new learning and place it within a more meaningful personal context. They will often return to a favourite topic or activity with increased confidence and expertise.

How does the Nursery keep records about children's learning?

We are committed to 'making learning visible' through documentation. We display children's learning which is in progress or to summarise projects. This is an essential part of Nursery practice which enables us to make learning go deeper. We encourage parents, carers and children to look at, and contribute to this documentation.

What are children's records and how are they kept?



Whilst your child is in Nursery we will keep a summary record of their development. This personal record of the progress they have made across the curriculum is updated every term by your child's key person. In addition your child will have a digital file in which a portfolio of images will be built up reflecting their activities in Nursery. The record is securely kept and you are welcome to look at your child's record at any time. Please feel free to ask a member of staff if you would like to see it.

By ensuring contributions from parents, children and staff we would hope the record represents a developing picture of your child's achievements and capabilities.

This profile record follows your child to school where it may be used during their reception year. The photographs and videos are put on a CD for you to take home for family use and may with your permission be shared by other professionals.

We have regular parent meetings where key workers share records with you and plan next steps in your child's learning. Even if you are unable to come to Nursery we will endeavour to find a way of sharing the information with you either online or by telephone.

What are the rules in Nursery?

The Nursery rules help us to develop the key school values of prosocial behaviour and self-regulation.

The rules we have in Nursery are based on health, safety and consideration for others. They are rules for adults and children.



- ❖ Walking inside Nursery
- ❖ Use a quiet voice inside Nursery
- ❖ Look where you are going
- ❖ Treat each other as you would like to be treated; with kindness, politeness and consideration and without physical or emotional hurt
- ❖ Take turns
- ❖ Respect the work of others
- ❖ Respect the environment
- ❖ Wear appropriate clothing that can get dirty and wet during exploration, learning and play at Nursery including; waterproof clothing and wellies outside, aprons for practical work, slippers indoors
- ❖ Listen to each other

We promote and acknowledge positive behaviour. When we ask the children not to do something we explain why the behaviour is not acceptable. We try to be consistent and calm so that the children soon become aware of the rules for themselves and begin to learn self-discipline. We are always available to discuss any aspects of children's behaviour with parents and carers. Behaviour expectations are adapted to children's age and level of development.



We aim to enable children to:

- ❖ show respect for themselves and others
- ❖ show appreciation for others and what they do for us
- ❖ feel and show remorse when they have hurt someone
- ❖ make amends in a way appropriate to their stage of development
- ❖ make successful relationships with other children
- ❖ be able to listen, negotiate, take turns and share
- ❖ show respect for the environment

Our behaviour expectations apply to adults too.

No acts or threats of violence, or verbal insults will be tolerated.

Thank you for your support in helping us to keep Madeley Nursery a happy, safe and friendly place to be.



Celebration Books

A celebration Book is about your child.

This book will celebrate the things that are special and unique about your child and their family. It is a place to hold memories of your child's experiences and interests in nursery and from home. It contains photographs, pictures and words that show how your child spends time at nursery. It can also contain pictures, photographs, souvenirs and words about your child's life outside the nursery. It can be anything that is personal to your child.

It supports learning in many ways.

Each child is very proud of their book and we encourage them to take them to and from home and nursery regularly to share with their friends and family. Children keep them at home when they leave nursery.

How can parents and carers help?

You are an essential part of the nursery team.

We value the varied contributions and support that parents and carers bring to the Nursery. When your child comes to Nursery they already have learned a great deal from you, and in Nursery we recognise the fact that you are your child's first teachers. You are welcome to be in Nursery at any time during your child's session either as an observer or an active participant. We can always use any skills or talents that you choose to share with us and extra hands, eyes and ears are always welcome. You may wish to formalise your involvement by volunteering or joining the school's governing body.

Encouraging Children to be Healthy



It is never too early to start healthy living. We offer children a range of healthy snacks and encourage them to take part in physical activities.

You can help us too. We ask that you send your child with a healthy balanced lunchbox if they are staying in school at lunchtime.

Also we love to share birthday celebrations. If you want to bring a treat in to share please choose fruit or a similar healthy treat. If you are unsure about what to do talk to a member of the nursery team for advice. **Please note**

children can no longer bring sweets to give to friends at nursery for birthday or other festivities.

Children who stay at nursery for the whole day are encouraged to rest after lunch. Some children wish to take a short nap, while others sit quietly with their friends and a member of staff and listen to music or stories. This is an important learning experience. Children learn to still their minds and bodies and practice relaxing, this helps with their well-being.

We would also encourage you to walk or cycle to nursery. This not only encourages your child to take exercise but also makes the roads around nursery safer by reducing traffic.

If you do use a car to bring or collect your child please drive carefully and consider our vulnerable neighbours. It is illegal to park on the pavement or to obstruct access to property or dropped pavements where mobility scooters and wheelchair users cross the road. The local police are very vigilant in this matter. Also you must not park in the private road opposite the nursery.

If a member of staff is concerned about an aspect of your child's health, well-being or development, they will discuss the different options that are available to you and to the school to get further advice and support from services and agencies in the community.

Keeping children safe



Whilst at Nursery the children's safety is of paramount importance. We adopt practices that conform to safeguarding, child protection and health and safety regulations.

As part of this concern for safety we ask you to inform the member of staff supervising the door on arrival if you wish to have someone else collect your child; sometimes arrangements change at the last minute, you must call Nursery by telephone to let us know of the arrangements for collecting your child from Nursery. Any changes to arrangements will be noted, by this member of staff on a daily record sheet.

We have a legal duty to safeguard children and promote their wellbeing. In line with local authority guidance we:

- ❖ create and sustain a safeguarding culture throughout the school

- ❖ maintain and implement local and national requirements into policies and practices in school
- ❖ adopt safe recruitment practices
- ❖ have designated safeguarding leads in each group (Head, Deputy Head teacher, teacher)
- ❖ have an identified child protection governor
- ❖ keep secure and comprehensive safeguarding and child protection records including records of concerns raised by parents, carers or members of staff. These are held securely and dealt with according to school policy, we would always inform parents/carers of these records unless sharing them would put a child at risk of harm.



Our behaviour expectations apply to adults too. There is now a complete ban on parents, carers and visitors using **mobile phones and cameras in nursery. If you need to take a call or send / receive a text message you must go out of the Nursery or, with permission, into one of the staff offices. If you want a picture taken of your child ask a member of staff, we use cameras to record children's learning and can help you record the memories you want.**

Thank you for your support in helping us to keep Madeley Nursery a happy, safe and friendly place to be.

Please note that there is a no smoking policy within the school building as well as on the school grounds. Anyone intoxicated with alcohol or drugs will be asked to leave the nursery premises immediately and will not be able to take children out of school.

Communication between home and Nursery about learning

Close partnership working is a key principle at Madeley Nursery School. This is not only to support children's care and well-being, but also it is essential to ensure that every child learns and develops to their full potential.

We use many strategies to enable this to happen and we ask for your collaboration and partnership in this work.

Use your child's Celebration Book to add memories from home and to talk about what is happening in school.

Talk with staff when bringing and collecting your child from Nursery.

Take up the opportunity of meeting with your child's key worker each term at a parents meeting.

Join the nest group closed Facebook page. Here we have confidentiality and behaviour agreements to ensure that it is a safe and joyful space to share and exchange ideas and observations about what children are learning.

Absences

There may be days when your child is not able to attend Nursery for various reasons. Please inform us when you know your child will be not be coming, usually on the first day of absence. If we do not hear from you regarding your child's absence we will contact you, as a matter of courtesy and in line with our safeguarding procedures.

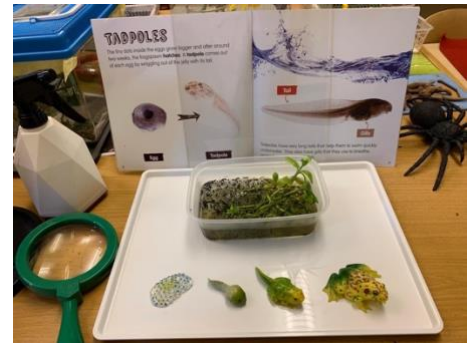
If the absence is due to illness it is important to ensure that they are fully recovered before returning to Nursery. This will mean that your child will be able to make the most of their time in Nursery as well as preventing the spread of infections. In the instance of sickness and diarrhoea at least 48 hours should have elapsed since the last upset before returning to Nursery.

For infectious diseases your doctor will indicate when they are fit to return. A copy of the Local Authority Guidelines about lengths of absence for various illnesses is available on request.

The current school policy with regard to COVID-19 is available on the school website or on request from the school office.



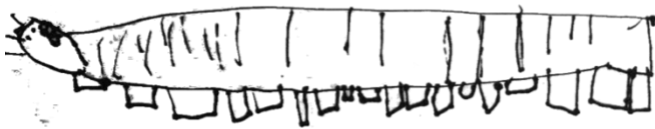
If your child becomes ill during a Nursery session then we will contact you immediately. If we are not able to contact you or the named emergency contact right away then we will continue trying to get in touch with you. In the meantime we will act in what we perceive to be the best interests of your child. It is vital that we have up-to-date records which include your contact number and an additional emergency contact number.



Minor bumps are inevitable during a Nursery session and there are two trained first aiders on the staff; all staff have paediatric first aid training. The first aid boxes are clearly marked and regularly replenished. If your child has had a bump we will explain what happened and how, as far as we are able, to whomever collects them and ask them to countersign our accident record.

We ask that you inform us of any bumps your child has had at home or on the way to school so that we are aware that they haven't occurred without our knowledge in Nursery.

As you would understand the staff have a professional duty to pursue and report any unexplained injury to the appropriate agency.



School Fund

As you know there is no hourly charge for your child to attend Nursery therefore any donations made to the Nursery school fund to support your child and give them additional resources and activities is always appreciated. As a guide we request **£1 a week**, this helps towards the following:-

- ❖ buying healthy food for snacks
- ❖ buying presents for celebrating birthdays
- ❖ buying new books
- ❖ buying Christmas presents for the children
- ❖ buying fresh flowers, bulbs and plants etc
- ❖ buying ingredients for cooking
- ❖ hiring visitors to the school or going on trips to enrich the curriculum



Accounts of the school fund are carefully kept and are available for inspection on request.

When your child leaves there is an additional charge of a **£1** to cover the cost of your child's DVD(s) of photographs and videos from their record.

Also a charge may be made when a request for nursery documents involves photocopying. For further information on our charging policy please go to the Nursery website.

Resolving misunderstandings and complaints

Staff are available at the beginning and end of each session for a chat, to answer any questions or queries and exchange information. Please always ask about anything that seems to be unclear to you or you are uncomfortable about. If you are not happy about anything or you think it cannot be resolved by talking to a member of staff then please see the Head teacher. If you wish to make a formal complaint then you are advised by the Local Education Authority to see the Head teacher or Chair of Governors first. A copy of the Nursery's complaints policy is kept in the office and is available to you on the school website.

It is your right as parents to contact Ofsted directly at any time:

Ofsted National Business Unit
Royal Exchange Building
St Anne's Square
Manchester M2 7LA
www.ofsted.gov.uk/parents

Helpline: 0300 123 1231
Website:

Parents and carers can help every day. Remember to:

- ❖ bring your child to nursery on a regular basis
- ❖ show your child that you are interested in their learning
- ❖ share experiences about your child with your child's key worker
- ❖ dress your child suitably for messy, active play, the weather
- ❖ inform nursery of any changes to home circumstances – particularly contact telephone numbers



- ❖ borrow books from nursery and have lots of fun sharing them at home
- ❖ try to make a regular donation to nursery fund
- ❖ support nursery routines and behaviour expectations
- ❖ share any thoughts, concerns or queries with us
- ❖ if you use a car, park with consideration to our local community

We are looking forward to working together with you to ensure that your child has a fantastic experience at Nursery.

If you have any queries regarding information in this document or at any other time please talk with us. We want to make this a genuine partnership.

A schedule of the Nursery School holidays is available on the nursery website and from the school office.

This document was updated in May 2022 and whilst every effort has been made to ensure the accuracy of information, there may be changes that occur. Current information is always available in the Nursery.

