

BAYLIS COURT NURSERY SCHOOL

Oatlands Drive . Slough . Berkshire . SL1 3HS . Telephone Slough (01753) 521917

E-mail: post@baylis-nursery.slough.sch.uk.

Website: www.bayliscourt nursery school.co.uk

Welcome to our nursery school. We hope that your child will enjoy coming here as we want to make his/her first experience of school a happy one.

This short booklet will tell you a little about what happens at nursery school and what you can do to help your child make the most of his/her time with us.

All school staff are appropriately qualified for early years. Teachers have a B.Ed. (4 years) or a degree and P.G.C.E. Early Years Practitioners Level 1 and 2, SEN Learning Support Assistants have all completed NVQ Level 3 or NNEB.

Headteacher	Mr P. Gregory		
Teachers			
Mrs T. Bhachu	Teacher in charge of ASD Resource Base		
Mr R. Johnson	Teacher in charge of Frog group		
Miss S. O'Brien	Teacher in charge of Duck group – Special Educational Needs Co-ordinator (SENDCO)		
Cover Teachers	Mrs S. Maini	-	Duck & Frog group
Early Years Practitioner Lead for Two Year Olds	Miss J. Nicholls	-	Butterfly Group
Early Years Practitioners – Level 2	Mrs B. Blackman	-	Duck group
	Mrs I. Ali	-	Duck Group
	Mrs K. Bradley	-	Frog Group
Early Years Practitioners – Level 1	Ms J. Cox	-	Butterfly Group
	Miss S. Razaque	-	Duck Group
	Miss J. Devonshire	-	Dragonfly Group
	Mrs M. Raana	-	Frog Group
	Miss L. Brooklin	-	Cover Practitioner
Lunchtime assistants and domestic support	Mrs R. Jabeen		
	Mrs S. Tufail		
Office Manager & Clerk	Mrs C. Fleming		
Administration Officer	Ms K. Young		
Finance Officer	Mrs B. Rai		

WHEN YOU HAVE READ THIS BOOKLET - PLEASE KEEP IT FOR FUTURE REFERENCE

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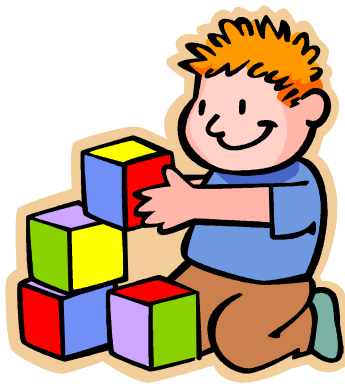
Educational fun for all

THE AIMS

At Baylis Court Nursery School we aim to provide a fun, child centered environment which will stimulate children to become independent learners.

Early years practitioners and parents work in partnership to create a healthy, safe and caring atmosphere in which all children have equality of opportunity.

We strive to achieve a holistic education that is based on high standards, realistic expectations and mutual respect between children, staff and parents.



ADMISSION TO THE SCHOOL

Children are admitted to the school in accordance with a policy approved by the governing body, a copy of which is available at the school office. Admission to the nursery will be dependent upon availability of places. Currently children are admitted to the Nursery the term after their third birthday and stay for three, four or five terms before moving into full time education at the beginning of the school year in which they are five. They attend part time five mornings 8.35 to 11.35 a.m. or five afternoons 12.35 to 3.35 p.m. There are sixty places available for the morning session and sixty available for the afternoon session.

Please ensure that your child attends regularly at the session times stated. In the event of frequent absences or persistent lateness, without acceptable explanation, the school governing body reserves the right to withdraw the place and offer it to another child.

Children in our funded two year olds classes are admitted according to date of birth. There are sixteen places available, eight in each session. Children must meet the relevant criteria for a place in this class. Children are admitted the term after their second birthday.

Children in our ASD Resource Base (Autistic Spectrum Disorder) are admitted by a separate admissions panel consisting of the head teacher, another head teacher and representatives from the Local Authority. There are four places available for the base.

THE CURRICULUM IN NURSERY SCHOOL

The **Early Years Foundation Stage (EYFS)**, is how the Government and early years' professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early year's experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

The Early Years Foundation Stage Framework sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare.
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS

How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

Communication and language;
Physical development; and
Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

Literacy;
Mathematics;
Understanding the world; and
Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but its suitable for very young children, and its designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in Baylis Court Nursery School learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

A TYPICAL SCHOOL DAY

You will have chosen for your child to attend the morning session from 8.35 a.m. to 11.35 a.m. or the afternoon session from 12.35 p.m. to 3.35 p.m. Each session has a similar programme.

Children are encouraged to self register and choose an activity as soon as they arrive.

Singing and percussion
Counting numbers
Cooking
Creative activities

Games where they take turns
Science activities e.g. looking at tadpoles
Role play

Following this children may generally choose their activities anywhere in the nursery including the garden. We encourage children to work independently, but many activities will have an adult working with them. Activities will include the following:

Art, craft and technology – painting, drawing, cutting-out, scrap modeling, play dough, clay.

Constructional activities – Lego, wooden bricks.

Mathematical activities – sand and water play, sorting, matching and counting.

Jigsaw Puzzles.

Imaginative play – dressing up, toy farm and zoo animals, cars, and a dolls' house.

Games which encourage sharing and taking turns.

Book corners with a wide variety of fiction and non-fiction.

Physical activities outside – using small apparatus, climbing, balancing, riding, pushing etc.

The curriculum is enriched by taking children out of school for a Forest School experience and activities delivered by our artist and football coach.

During the session the children are offered milk and water. They are encouraged to choose from a variety of fruit and vegetables.

Each session finishes with a story and singing time.

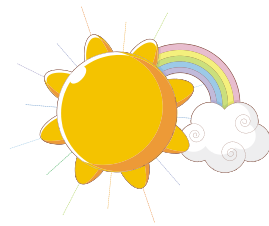
At the end of each session the children are given the pictures and models they have made. Do please praise their work and effort, and display the items when you get them home, it will help your child to gain in confidence.



CLOTHES FOR YOUR CHILD

The children are encouraged to try all kinds of 'messy' activities, such as working with clay, paints, digging in the garden and finger painting on the table. This is a valuable part of learning, so they need hardwearing, sensible clothes which they will not be worried about getting dirty. They will also need shoes with non-slip soles and which protect their toes. It helps your child if their coats and shoes have fastenings they can manage themselves. In cold weather they will need warm coats, hats and gloves. In summer they may need a hat and clothes which cover their shoulders. Clothes should be marked with the child's name to avoid confusion in the cloakroom.

Children are encouraged to go outside in most weather conditions. The school provides waterproof clothing and wellington boots.



WHEN YOUR CHILD STARTS SCHOOL

Please bring your child into the school promptly at the beginning of the session. This is an important learning time when children are being taught in small groups. Please tell the teacher if someone different has your approval to collect your child at the end of the session. Young persons under the age of 16 are not permitted by law to collect your child.

It would be useful for your child to be able to do some things for themselves, such as:

- Going to the lavatory unprompted
- Putting on their coat
- Able to drink from a cup

Please do not hesitate to talk to the teacher about any matter which concerns you about your child, they are here to help your child and you! We like to give you our full attention, so if you think it is something which will take a little time, please ask to see the teacher at the end of the session. If you work, we shall be happy to arrange a time when it is convenient for you.



INFORMATION

ILLNESS

If your child is absent through illness, please try to notify the school so that the absence can be authorised in the register. Should they be absent for a longer period, especially if it is an infectious illness, please tell us immediately in case we need to alert other parents.

HOLIDAY ABSENCE

If your child is going to be absent for holiday reasons for a period longer than two weeks, please tell us the date of departure and expected date of return, using the holiday form available from the office. This may enable us to keep their place open. Normally we are able to keep a place for four weeks. If the absence is longer we must fill the place and offer the next available place on their return.

LENDING LIBRARY

Our school lending library is available all the time and you and your child may exchange books as often as you like. We encourage children to use, enjoy and respect books. We make a small charge if books are lost or damaged.

SCHOOL FUND

Parents are invited to contribute £1 per week for their child, towards the School Fund. This fund is used to provide fresh fruit for the children, local school trips, furniture and equipment. Any profit e.g. from school photos and fundraising activities supplement the fund.

TO KEEP YOU INFORMED

We will send you a regular Newsletter or send a note home as appropriate.

The nursery also keeps in touch using a text messaging system. Registration forms will be given to you during your child's home visit. Please ensure that your contact details are kept up to date with the nursery.

TRANSFER TO PRIMARY SCHOOL

Parents and carers will be able to apply for a place at an infant or primary school using a Common Application Form. Children who are resident in Slough and attending a Slough nursery class or school will receive a Common Application Form from the school.



BEHAVIOUR

All the staff in the nursery work very hard to teach the children right from wrong and to have respect for other people and for school rules. We cannot do this without your help and co-operation as children may be confused if school and home have different expectations and rules. All staff deal with bad behaviour in an appropriate manner, e.g. a child who throws sand into another child's eyes, will be warned and staff will explain the dangers of damage to another child, if this behaviour is repeated the child will not be allowed to play with the sand for a time.

STAFF NEVER USE PHYSICAL PUNISHMENT – this encourages aggressive behaviour in children. If a child has severe or repeated behaviour problems, parents will be consulted and asked to work with the school to help their child. We may need to get advice or help from other professionals e.g. Educational Psychologist if the problems continue.

CHILD PROTECTION

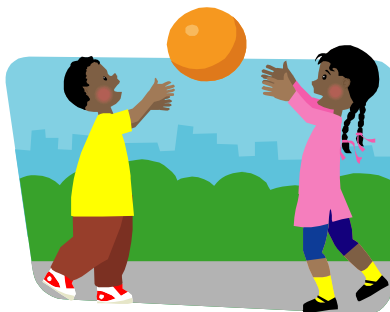
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The headteacher is the designated person at this school with the responsibility for child protection and he has a duty to inform Social Services and the police if child abuse is suspected. Correct procedures are set out in the Berkshire Local Safeguarding Children Boards Committee handbook 'Child Protection Procedures' and copies are available in school for reference.

BULLYING

Bullying can happen to any child at any time and is always a serious matter for the child and parents concerned. Many nursery-age children have difficulties sharing and taking turns and making friends with other children, and this is normal with such young children. Experienced staff spend a lot of time teaching the children about sharing and taking turns and helping them to work and play co-operatively together. However there will be occasions when children are unkind to each other. If you think your child is being bullied or having difficulties making friends with other children please tell a teacher whenever someone is unkind to them. If your child has been coming happily to nursery and suddenly does not want to come, try to find out from them if something has happened to upset them at the nursery and please talk to the staff about it.

EQUAL OPPORTUNITIES

This nursery aims to demonstrate through its work that it positively values and respects children of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities. Children of both sexes are positively encouraged by staff to participate in all activities



SPECIAL EDUCATIONAL NEEDS

The local Education Authority and the headteacher are responsible for Special Educational Needs. They will endeavour to secure appropriate provision for a child who is identified as being in need of support. The headteacher is the responsible person and Miss O'Brien is the Special Needs Co-ordinator (SENDCO).

Baylis Court Nursery School has a policy of full inclusion for children with Special Educational Needs. Some children have an identified Special Educational Need when they enter the nursery. They may have received learning support pre-school and this support continues in the nursery.

All children are admitted on the same basis. All children are visited at home by nursery staff before they enter the nursery, all children visit the nursery for an induction session before they enter school.

On entry to the nursery all children become part of a rolling programme of observation and assessment, which informs planning to ensure that individual needs are met. Staff meet parents informally on a daily basis and on a termly basis to discuss children's progress. If a staff member has concerns about a child's progress, she will approach parents to arrange a meeting in order to discuss these concerns. If parents are concerned about their child's progress they can approach staff with a similar request to meet for discussions. These discussions will help staff and parents identify concerns and strategies to meet those concerns. These will be incorporated in planning; the child may have an individual education plan (I.E.P.) or targeted support from a learning support assistant (L.S.A.) The member of staff will inform the special needs co-ordinator (S.E.N.C.O.) who will in turn inform other staff members in order to ensure whole staff implementation of learning support planned. Parents will be invited to discuss their child's progress at regular intervals.

This is the early action stage in the identification of a child's special educational needs and will hopefully enable the child to regain and maintain the expected rate of progress. If however this does not happen, the S.E.N.C.O. may involve outside agencies e.g. Speech Therapist, Educational Psychologist, Sensory Impairment Consortium.

Parents are fully involved and invited to be present when specialists visit the nursery to observe their child. This is the early action plus stage of identifying a child's special educational need. Following advice from a specialist a child may be referred for sessions outside the nursery, e.g. Speech Therapy. As before the staff member will write an I.E.P. that will specify activities and targets for the child to attain.

Other staff members are again made aware of this to ensure whole staff implementation. Support from the L.S.A. will also be targeted.

Throughout this procedure parents are included in all decisions and involved in planning for the child's needs. Assessment and reporting on progress take place at regular intervals.

POLICIES

The school policies are all available for reference in the office or Parents Room. If copies are required there will be a small charge for photocopying, depending on the size of the document.

THE GOVERNING BODY

The governing body of the school has the following membership:

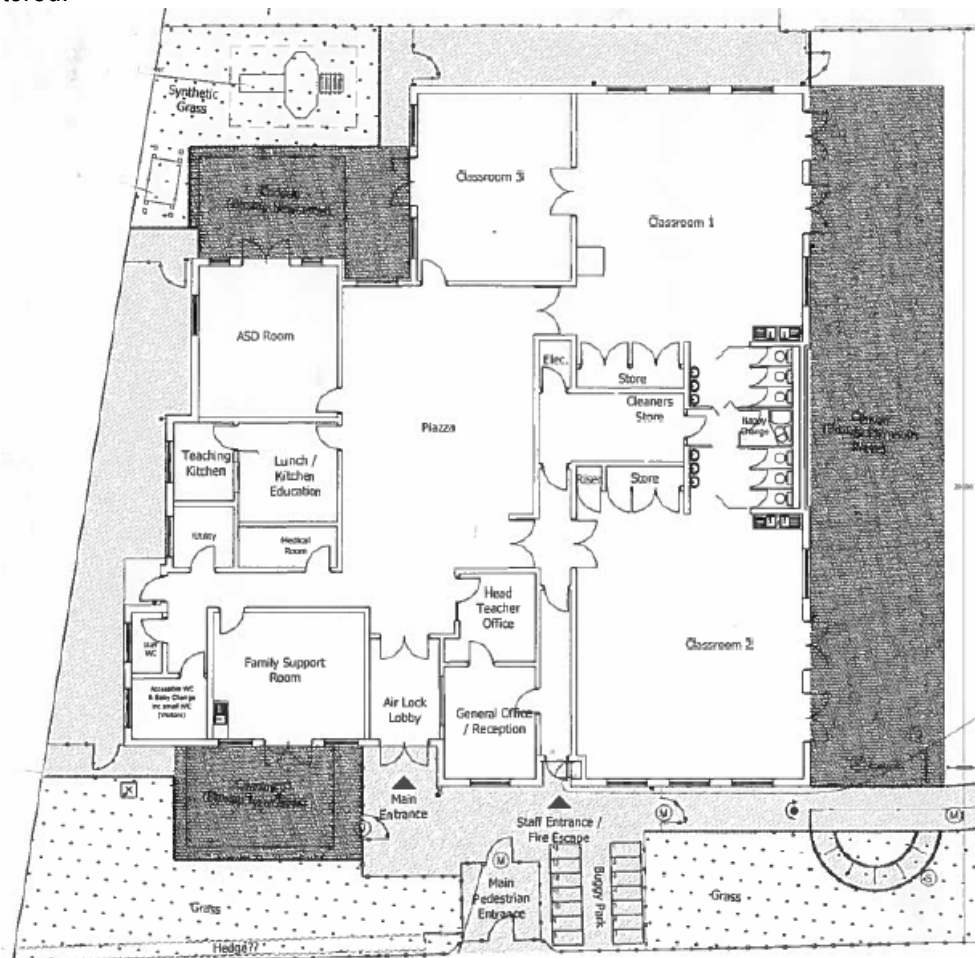
1 representative of Slough Borough Council	-	Mrs L. Tindall
2 elected parent governors	-	Mrs S. Ibrahim, Mrs S. Ahmed
1 elected Staff governor	-	Mrs T. Bhachu
2 community governors	-	Miss V. Oliver, Vacancy
Headteacher	-	Mr P. Gregory

A list of names of current members of the governing body is available at the school office. Governors normally serve for a period of four years. The headteacher and governors appoint the clerk to the governors. If you wish to contact the Governing Body please ask the Headteacher or Clerk to the governors, Mrs Christine Fleming. Alternatively write to the chairman or governor concerned, care of the school office. The governing body meets termly for ordinary meetings and as necessary for special meetings.

Parent governors hold termly governor clinics for parents in the parents' room.

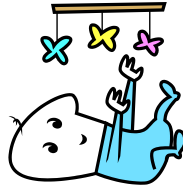
THE SCHOOL BUILDING AND GROUNDS

The children hang their coats on named pegs in the classroom. Toilets are easily accessible for the children. The grounds have paved and grassy areas with safety surfaces where appropriate. Trees provide shade in certain areas. Many toys suitable for outdoor use are available for the children. Health and safety in the school and grounds is constantly monitored.



CAR PARKING

Parking for cars is not available on the school site and can be very difficult and dangerous outside the school.
Please do not use the Godolphin Junior School car park as it is for staff use only.



BUTTERFLY GROUP

Free Early Learning for Two Year Olds
(Subject to eligibility)

We are delivering sessions three hours per day, five days per week, Monday to Friday. This is a new offer from September 2015.

You can apply in the term that your child turns two. Your child may be able to start their free place from the beginning of the term after their 2nd birthday.

30 HOURS FREE CHILDCARE FOR WORKING PARENTS (Subject to eligibility)

From September 2017 we are delivering the 30 hours per week free childcare for working parents. Your family is eligible for the extended entitlement if you are in work (both parents in a two parent household or one parent in a one parent household) and earning the equivalent of 16 hours per week at the national minimum or living wage and not more than £100,000 per year.

You can apply for the extended entitlement by going to <https://childcare-support.tax.service.gov.uk/par/app/applynow>.

For further information, please visit the school office.

STORYSACKS LIBRARY

Storysacks are bags of books, toys and games to help your child learn at home. The bags may be borrowed for one week and you will need to register if you would like to take advantage of this facility.



BUGGY PARK

The buggy park is situated to the right hand side of the building and enables parents who walk to school to leave their pushchairs until the end of the session. You are advised to secure it with a padlock, as the nursery does not accept any liability for equipment left on the premises.



PARENT CODE OF CONDUCT

RATIONALE

At Baylis Court Nursery School we are very fortunate to have supportive and friendly parents.

Our parents recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to support children in the development of their skills and knowledge. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school. The purpose of this policy is to provide a reminder to all parent and visitors to our school about expected conduct so that we can work together to ensure a safe and positive school environment for our children.

RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

This guidance supports implementation of the Home-School Agreement. We expect parents and carers to show respect and concern for others by:-

- Supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- Working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- Correcting own child's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour;
- Respecting the school environment, including keeping the school tidy by not littering.
- Following the parking rules and doing the right thing when delivering and collecting children from school.

In order to support a peaceful and safe environment, the nursery cannot tolerate:-

- Disruptive behaviour which interferes with the operation of a classroom, an office area or any part of the school grounds;

- Using loud and/or offensive language or displaying temper;
- Threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.);
- Damaging or destroying school property;
- Abusive or threatening emails, phone or social network messages;
- Smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated;

The above behaviours on school premises will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

We trust that parents and carers will assist our school with the implementation of this policy and thank you for your continuing support.

HOME/SCHOOL PARTNERSHIP

The governors of Baylis Court Nursery School are pleased to offer your child a part-time morning or afternoon place.

Well qualified staff will plan and provide a stimulating, broad and balanced nursery curriculum to meet the needs of your child.

You will be informed about your child's progress and told about any concerns which the staff may have so that the school can work in partnership with you.

You will be informed by regular newsletters and notes about the term dates and events which will take place in the school. Every effort will be made to protect your child from harm, danger or bullying.

Your child will be educated in a welcoming, safe, secure and healthy environment.

The school will provide all necessary equipment and materials to teach your child, according to the budget allocated by the local education authority.

I agree to send my child to school every school day unless they are ill or on a family holiday. I will inform the school why they have been absent and (if possible) give two weeks notice of any holidays arranged during term-time.

The governors reserve the right to withdraw the offer of a place if your child does not attend regularly.

I agree to bring and pick up my child on time.

A.M. – 8.35 & 11.35 P.M. - 12.35 & 3.35

I agree to inform the school if someone different will pick up my child, (children must always be accompanied to and from school by a parent or responsible adult over 16 years of age, who brings them into the building and lets their teacher know they are here).

I agree to dress my child in clothes and shoes appropriate for the weather and nursery activities. (There is no school uniform).

I agree that I will not transfer my child to another nursery unless I move house or have another strong reason.

I agree to allow my child to be taken on short outings, by qualified staff during school hours, for example, group visits to local shops, parks, etc.

I agree to the use of photography in order to assess and record my child's progress in Nursery. Photographs and video film will be shared with parents. This material will only be used by Nursery staff within the nursery.

I agree to my child seeing the speech therapist on her regular termly visits if the school has queries about his/her speech or language development.

The school requests the right to share information when it is in the best interest of the child, this includes at multi-agency meetings.

It is your right to consult with the governors and inform them about any concerns you may have. You may do this by writing to the chairman of governors, care of the school or by raising the matter at the Annual Parents Meeting with Governors.

CHILD ABUSE

I have read the statement in the school brochure about the school's policy on child abuse.

Child's name.....

Parent signature.....

Date.....

Headteacher signature.....

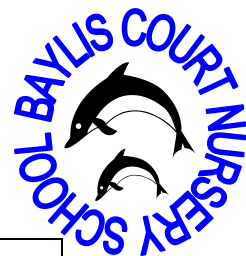
Baylis Court Nursery School

Oatlands Drive, Slough, Berks, SL1 3HS

Tel: 01753 521917

Fax: 01753 523709

E Mail: post@baylis-nursery.slough.sch.uk



Headteacher: Mr Philip Gregory

During your child's time at Baylis Court Nursery School there will be occasions when his/her photograph may be taken. For example, school plays or productions and class room activities. These photographs may be used in displays around the school or they may then be published in the local newspaper.

In addition, we have our own website and respectfully ask your permission to show images of your child that are motivating for the children concerned and provide a good opportunity to promote the work of the school.

Our policy is: **NOT** to provide the name and photograph of a child that allows for the possibility of people outside the school identifying and then contacting pupils directly.

Our golden rules are:

If a pupil is named on the website, avoid using their photograph

If a photograph is used, avoid using a name

Only use images of pupils in appropriate dress to reduce the risk of inappropriate use.

We have a good internet connection in school that ensures that children are safe and can only view images and texts that are suitable. We would like to have your permission for your child to use the internet in a supervised capacity at school.

I give my permission for my child to go out of school on teacher led visits.

I have received a copy of the Home School Agreement.

If you **DO NOT** wish any of the above to happen, please inform the school in writing.

Child's Name.....

Parent's name

Parent's signature

Date