



BAYLIS COURT NURSERY SCHOOL

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. We aim to provide a fun, child centred environment which will stimulate children to become independent learners.

This short booklet will give you information all about Baylis Court Nursery School and how we can work together to help your child to thrive during their time with us.

All school staff are appropriately qualified for early years. Teachers have 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 qualifications.

Headteacher

Mrs A McElwee

Teachers

Mrs T. Bhachu

Teacher in charge of Duck Group and ASD Resource Base

Mrs S. Maini

Teacher in charge of Frog group

Early Years Practitioners - Level 2

Mrs I. Ali

-

Duck Group

Mrs K. Bradley

-

Frog Group

Early Years Practitioners - Level 1

Miss L. Brooklin

-

Butterfly Group

Ms J. Cox

-

Butterfly Group

Miss S. Razaque

-

Duck Group

Mrs M. Raana

-

Frog Group

Learning Support Assistants

Mrs R. Jabeen

Mrs S. Tufail

Cleaner/Domestic Support Assistant Cleaner

Mrs A. Smaruj

Ms N. Kocon

Office Manager & Clerk Finance Officer

Mrs C. Fleming

Ms K. Young

Contact Details-

Oatlands Drive, Slough, Berkshire, SL1 3HS

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

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We are **curious** explorers, with
kind hearts and a **resilient** mind,
who **enjoy** learning!

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

3-4 Year Olds-

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 can attend part time five mornings five afternoons or if they are eligible for 30 funded hours, please see page 10 for more information.

2-3 Year Olds-

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.

Resource Base-

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 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

There are **4 guiding principles of the EYFS-**

Unique Child- We aim to make your child's first experience of school a happy and enjoyable one. We encourage each child to be healthy, safe and to develop at their own rate. We respect each child's individual development, personality and their culture and beliefs.

Positive Relationships- We aim to foster good relationships with parents and carers so that children have a smooth transition from home to school, and to encourage parents to become partners with the school in the education of their children.

Enabling Environments- We aim to provide a safe, rich and stimulating environment, which supports and challenges children's learning both indoors and outdoors.

Learning and Development- We aim to provide a broad, balanced and relevant curriculum through careful planning and sensitive interaction using the Early Years Foundation Stage Guidance. We aim to encourage and support every child to be independent, self-motivated, confident and successful.

How my child will be learning?

We understand that young children learn best through play. Good play is hard work for young children and they put a lot of effort into it. It has a serious purpose in our Nursery as it allows children to apply new skills and ideas, communicate with others and develop social skills.



Areas of Learning-

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.

There are 7 areas of learning that 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 and interests.

The **3 Prime Areas** of Learning are particularly crucial for igniting children's curiosity and enthusiasm. They are also vital for developing the building blocks for learning.

These are:

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

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These areas include the essential skills and knowledge your child will need for their future learning. They provide important contexts for learning.

These are:

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



How can I find out how my child is getting on?

It is important that you and the professionals caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child. These conversations will be with your child's "key person". This is the person who:

- Is your main point of contact within the Nursery
- Helps your child to become settled, happy and safe
- Is responsible for your child's care, development and learning
- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how to help your child at home



A Typical Nursery School Day

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 choose their activities anywhere in the nursery including the garden. We encourage children to work independently, but many activities will have an adult supporting 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 books.

Physical activities outside - using small apparatus, climbing, balancing, riding, throwing and catching.

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 and encourage their language skills by talking about what they have made.



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 NURSERY SCHOOL

Please bring your child into the school promptly at the beginning of the session, it can be very unsettling for a child joining the class late. Please tell the or call the office 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 your child's key person 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 them at the end of the session. If you work, we shall be happy to arrange a time when it is convenient for you.



KEY INFORMATION

ILLNESS

If your child is absent through illness, please 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.

MEDICAL CONDITIONS

It is important you inform us of any medical conditions or allergies your child has. We do use food or food products in the children's play/learning from time to time, so this information is valuable. Please note that we have children and staff at school with severe nut allergies and for this reason, no nuts or nut products are allowed at school.

HOLIDAY ABSENCE

Any request for holidays and/or days off Nursery should be made in writing to the Headteacher, Mrs McElwee. Whilst your child is not of statutory school age, we cannot refuse time away. However, we do ask that you keep us informed of any absences, including holiday. If, however, your child's attendance at Nursery is poor, it is important to note that this may result in a loss of their place.

SCHOOL FUND

Children in Nursery have the opportunity to participate in cooking activities across the year. We therefore ask for a one-time donation of £10 to cover the cost of this activity and other creative events that we may have throughout the academic year.



FRUIT AND VEGETABLE CONTRIBUTIONS

We are committed to promoting a healthy lifestyle for all our children through encouraging healthy eating and exercise. We aim to provide a range of fruit and vegetables for the children to try every day in Nursery. Each week we ask for parents to donate some fruit or vegetables for the children to try- for example as bag of apples, pears, bananas, carrots.

Fruit Contribution
Parents and Carers, don't forget to donate fruit to your child's class weekly!

Cooking Money
£10 PER YEAR
We love making in Nursery and ask for a £10 donation towards ingredients to cook, make playdough and even slime!
Don't forget to pop in your £10 cooking money donation to your child's teacher.

The image shows two posters side-by-side. The left poster is titled 'Fruit Contribution' and features a basket of various fruits like apples, oranges, and grapes, with the text 'Parents and Carers, don't forget to donate fruit to your child's class weekly!'. The right poster is titled 'Cooking Money' and features images of colorful playdough and a child cooking, with the text '£10 PER YEAR', 'We love making in Nursery and ask for a £10 donation towards ingredients to cook, make playdough and even slime!', and 'Don't forget to pop in your £10 cooking money donation to your child's teacher.'



KEEPING YOU INFORMED

We use a secure online sharing platform called Tapestry, this allows us to share photos and observations of your child across the year so you can see what and how your child is learning in Nursery. When your child starts we will send you a secure access code so you can logon to Tapestry. We would also welcome photos or observations of your child at home that can be uploaded to Tapestry.

Across the year we will also hold regular parent information sessions with your child's key person so we can let you know how they are getting on and their next steps.

We also send regular Newsletters to keep you informed about events and learning at Nursery. Please ensure we have your correct email address so that you receive these.

TRANSFER TO RECEPTION IN PRIMARY SCHOOL

Parents and carers will be able to apply for a place at an infant or primary school using an online application form. You apply through the Slough Councils Website.

<https://www.slough.gov.uk/school-admissions/apply-school-place>



BEHAVIOUR

We actively promote and encourage good behaviour and emphasise the positive. 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. 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. 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.

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.

EQUAL OPPORTUNITIES

Our 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.





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 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 weekly 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.

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.



The governing body of the school has the following membership:

- | | | |
|--|---|------------------------------|
| 1 representative of Slough Borough Council | - | Mrs L. Tindall |
| 2 elected parent governors | - | Mrs U. Abdi/Vacancy |
| 1 elected Staff governor | - | Mrs T. Bhachu |
| 2 community governors | - | Mrs D. Lister/Mrs W. Warwick |
| Headteacher | - | Mrs A. McElwee |

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.

If you are interested in becoming a parent governor please speak to Mrs McElwee.

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.**

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/ children's bikes or scooters, 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. Please do not leave items overnight.





BUTTERFLY GROUP

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

We deliver daily three hour sessions per day, five days per week, Monday to Friday. 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.

Please use the Slough Council Website to see if you qualify-

<https://www.slough.gov.uk/early-years-childcare/free-early-education-2-year-olds/2>

30 HOURS FREE CHILDCARE

For 3 and 4 year olds

30 HOURS FREE CHILDCARE FOR WORKING PARENTS

(Subject to eligibility)

We offer 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. If you require any further information, please visit the school office.

You can apply for the extended entitlement by going to

<https://www.gov.uk/30-hours-free-childcare#content>



LENDING LIBRARY and STORYSACKS

Our school lending library is available every day and you and your child may exchange books as often as you like. We encourage children to use, enjoy and respect books. Did you know that by reading books to your child each night that over 3 years they are exposed to over 900 books! We make a small charge if books are lost or damaged.

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.



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 concerns and to discuss and clarify specific events in order to bring about a positive solution;
- Working together to ensure the Health and Safety and well being of every child, by assisting us to maintain a secure environment and immediately alerting us if they see a child unattended.
- 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, vaping 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 place at Baylis Court Nursery School.

Our Schools commitment to your child-

-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 or danger

-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.

Parents/ Carers commitment to the Nursery School-

-I agree to send my child to school every school day unless they are ill. 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.

-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 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 videos will be shared with parents. This material will only be used by Nursery staff within the nursery.

-I agree to refrain from using mobile phones for calls or text messages during drop off and pick up, and during any play and stay sessions.

-I agree to my child seeing the speech therapist on their 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's name.....

Parent/carer's signature.....

Date.....

Headteacher signature.....



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Tel: 01753 521917
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E Mail: post@baylis-nursery.slough.sch.uk
Headteacher : Mrs A McElwee

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

We have a secure 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.

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

Child's Name.....

Parent/ carer's name

Parent/ carer's signature

Date