

CHILDHAVEN COMMUNITY NURSERY SCHOOL

HEAD TEACHER: Ms Jane Pepper

CHAIR OF THE GOVERNORS: Mr Kevin Wardell

CLERK TO THE GOVERNORS: Mrs Emma-Jane Birley
c/o Childhaven Community
Nursery School
Tel 01723 373231

SCHOOL ADDRESS: Childhaven Community Nursery School
13 Belgrave Crescent
Scarborough
North Yorkshire
YO11 1UB

SCHOOL ENTRANCE: Londesborough Road
(at the rear of the building)
All parents and visitors please use this
entrance

THE SCHOOL DAY: AM Session: 8.45am - 11.45am
PM Session: 12.30pm - 3.30 pm



01723 373231

If no-one is available to take your call please leave a message and clearly state your number - we will get back to you as soon as possible.



E-mail : admin@childhaven.n-yorks.sch.uk

Welcome to Childhaven

We aim to give every child the best possible start to their education. In June 2012 we had an Ofsted inspection which concluded that ...

This is an outstanding school!

The report states:

- Children from all groups, including disabled children and those with special educational needs, achieve outstandingly well in all areas of learning...
- Outstanding teaching ensures that children engage wholeheartedly in the daily menu of stimulating and meticulously planned yet flexible activities...
- Children behave outstandingly well... because activities engage them so thoroughly in their learning...
- The curriculum is outstanding and promotes children's excellent spiritual, moral, social and cultural development...children leave the school as well-rounded, mature learners.

We work within the curriculum framework for the Early Years Foundation Stage, which covers children's development and learning from birth to the end of their first year in primary school. We are looking forward to the next stage in our "learning journey", sharing it with you and your children.

School Staff

Head teacher	Ms Jane Pepper BA (hons) PGCE MA in Education
Teachers	Mrs Helen McCourt Cert Ed Mrs Claire Curtis PGCE
Higher Level Teaching Assistants	Mrs Tracey Anderson Mrs Irene Wilson
Advanced Teaching Assistants	Miss Louise McGuinness Miss Sarah Lyons Mrs Elizabeth Clough Mrs Terri Gillispie Mrs Keeley Shaw Miss Jessica Ingle Miss Danielle Metcalfe
School Business Manager	Mrs Emma-Jane Birley
Admin Assistant	Mrs Donna Rose
Midday Supervisory Assistant	Mr Jamie Herritage

School Governors

Local Authority Governors	Councillor John Ritchie Mrs Hazel Lynskey
Community Governors	Mrs Heather Davies vacancy
Staff Governors	Ms Jane Pepper Mrs Claire Curtis
Parent Governors	Mr Kevin Wardell (Chair) Mrs Emma Wells vacancy
Clerk	Mrs Emma-Jane Birley c/o Childhaven Community Nursery School Tel 01723 373231

The school is owned and funded by North Yorkshire County Council. It is managed by the head teacher and the Governing body. Parents are represented on this body. Please see Jane Pepper if you are interested in becoming a parent governor.

Early Education at Childhaven

We work with children from the age of 2 until they transfer to primary school (usually the September following their 4th birthday.)

3 and 4-year-olds

From the start of the term following a child's 3rd birthday they are eligible for 15 hours per week of free nursery education.

We have places for 104 children in this age-group . Sessions run between 8.45 - 11.45am and 12.30 - 3.30pm

We offer a choice of sessions, subject to availability.

Parents and carers are asked to complete a "parental agreement " each term to confirm which sessions their children will be attending.

Parents and carers may pay for additional sessions, including breakfast, lunch clubs, and after school.

2 year-olds

We have 20 places per day for 2-year-olds. These sessions are available in the mornings from 9.00am - 12 noon, and from 12.30 - 3.30 in the afternoon. Some longer 5-hour days (9.00 - 2.00) may also be available. Families may be eligible for free places if they are in receipt of benefits.

Please speak to a member of the admin team so that we can check your eligibility with the Families Information Service

Remaining places are offered on the basis of birth-date order to children on our waiting list.

How to apply for a place

Simply contact the school either by phone, e-mail or in person and ask for an application form. You are welcome to come a look around our nursery school.

Places are allocated in birth-date order, in accordance with our school admissions policy.

Working in partnership with parents

We understand that parents and carers are children's most important and enduring educators so we put a lot of time and effort into developing close relationships.. Every child has a **key worker** who will usually be the member of staff parents and carers will have most contact with.

We ask parents and carers, or a familiar adult such as a grandparent, to stay with each child for their first session or two, even if the child has been used to attending another setting. This gives the key worker to get to know the child and family a little better and our experience shows that this helps children to settle quickly. The key worker will arrange to visit the child at home.

We also ask parents and carers to complete an "essential information" form, and with the child an "I am special" booklet. It is important that we have information about medical condition, allergies etc. and contact details before children are left. It also helps us to know about children's wider family circumstances, their culture, likes, dislikes, and pets.

Some children settle in very quickly, others take longer and we sometimes suggest shorter sessions for the first few days or weeks. We understand parents' anxieties during these early days.

We regularly have opportunities for parents to join in with children's activities - either through coming on walks and visits in the local community, joining in workshops or "special events". Every term there will be an opportunity to meet with key workers and discuss children's learning.

Falsgrave Children's Centre

We share our building with Falsgrave Children's Centre. They offer additional services to families, such as baby-massage, stay and play sessions for families with younger children, adult learning opportunities, parenting classes and individual support for families with additional needs. It's easy to access their services - just ask at the shared reception desk.

CHILDHAVEN COMMUNITY NURSERY SCHOOL

Daily Routines and timetable

Morning sessions: 8.45 - 11.45

Afternoon sessions: 12.30 - 3.30

Start and finish of the day

You have 20 minutes to bring your child and settle them in, so don't worry if you need to drop off other children at their school first. Help your child to "clock in" and hang up their coat and bag. You are welcome to look around the nursery and see what activities are taking place. You may want to look at your child's learning story folder or chat to the key worker or other member of staff.

We ask parents and carers to wait in reception until a staff member opens the door at the end of the session - usually at 11.40 and 3.25, when the children will be ready with their coats and bags. We allow 10 minutes "picking up time". If you are unavoidably delayed please let us know, so that we can reassure your child.

Please let us know if someone else is going to pick up your child. If we are not sure, we will ring to check that it's OK to let them go with someone we haven't met before.

We will give your child a name badge. Please keep it safe and make sure your child **wears it every day** throughout the year. This helps staff and students to get to know your child more quickly. We will also give your child a **Childhaven Bag** - please remember to bring it every day. We try our best to look after jumpers, hats, gloves and any special toys which are brought to school, but it really helps if they are named!

At the toilet

Please let your child's key worker know if you or your child has anxieties about using the toilet so that we can give them extra support. We understand that not all children are securely toilet - trained when they start nursery, but would prefer them to be out of nappies. Some children have "accidents" at nursery even though they have been using the toilet or potty at home. We have spare clothes and will change them, and put any wet or soiled clothes on your child's peg. Please wash the ones belonging to nursery and bring them back.



Snack Time

At the snack table your child can have a drink of milk or water and a piece of fruit. **We ask for a voluntary contribution of 60p per week to cover the cost of the fruit.**

Dummies

Please do not bring dummies into school. They inhibit language development, cause dental problems and can contribute to ear infections.

Learning at Childhaven... what to expect!

Our learning environment is carefully planned to give children lots to explore, investigate and to talk about. Children are free to move between areas - upstairs and downstairs, inside and outside - they will be helped to make choices and to find friends with the same interests. Some activities are always available, and some are changed to introduce new ideas, or in response to children's interests. Here are some examples of what to expect...and how you can help...

Messy Play

Water, paint, glue, and gloop (cornflour mixed with water) are used regularly and some children like to investigate with their hands. We call it "sensory exploration" and it's part of their physical development. We have aprons for children to wear, but sometimes clothes will get wet or messy. Please dress children in clothes that can go in the wash.



Outdoor play

We go outside in **all weather conditions**. We have waterproof coats and trousers and spare wellingtons. In wet or cold weather please make sure you child has outdoor clothing which is **named**. Children love to dig for treasure in the sand pit or digging area, but they might get muddy. Why not use an old coat, or look for one in a charity shop so that it doesn't matter too much if they come home dirty? It probably means they've had a great time!



Learning to deal with risk

Our environment offers children lots of physical challenges and we support children in making judgements about how high to climb, or whether to come down the firefighters' pole. Children are given real saws and hammers to use at the woodwork bench, and scissors that cut. All our activities are "risk assessed", but accidents will happen. Staff are trained in first aid and we will contact you if we think a child needs medical attention.



Getting on and falling out

Learning how to get on with one another, and to be happy within a group is an important part of their learning for 3 and 4-year-olds. We support children in developing friendships and encourage them to think about the needs and feelings of others. Some children are naturally reserved and take time to make friends, some seem to naturally "click" with one another, and some find it tricky or are quick to get cross with one another. If your child has anxieties or difficulties with other children please talk to your key worker, encourage your child to talk to the grown-ups and help them to understand that sharing, taking turns and helping others are important life skills.



Music

We sing everyday and love to dance. We also have regular visits from Kathy Seabrook who introduces children to a range of exciting percussion instruments and musical skills in her "Fun Music" sessions.



The Early Years Foundation Stage

The Early Years Foundation Stage framework is based upon principles based on current understanding of child development. These principles inform our planning and daily practice :

- A Unique Child: Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- Positive relationships: Children learn to be strong and independent through positive relationships where there is a strong partnership between practitioners and parents and carers.
- Enabling Environments: Children learn and develop well in enabling environments, which encourage independence.
- Learning and development forms the foundations for all later learning and is based on the “Characteristics of Effective Learning” :
 - ***Playing and exploring:***
Finding out and exploring
Playing with what they know
Being willing to ‘have a go’
 - ***Active Learning:***
Being involved and concentrating
Keeping trying
Enjoying achieving what they set out to do
 - ***Creating and thinking critically:***
Having their own ideas
Making links
Choosing ways to do things

The curriculum is divided into 7 areas of learning and development:

3 “Prime” areas - Personal, Social and Emotional Development,
Physical development and Communication and Language

4 “specific areas: Literacy, Mathematics, Understanding the World and
Expressive Arts and Design.

Assessment for Learning

Learning Stories

Key workers make observations of children playing and learning. Staff take photographs and write descriptions of what children do, say, how they cope with challenge or difficulty, how they communicate their ideas and take responsibility for their own learning, perhaps by asking for help, finding new resources or showing someone else what to do. These observations are used to help us plan new experiences which build on children's interests and strengths. The photographs and observations are shared with you throughout the time your child is at Childhaven and will be given to you as a record of your child's time here. A final "summary sheet" will be passed to your child's school.

Sharing information

Parents and carers are children's first and most influential educators and we try to work closely with you throughout your child's time with us. The information we ask from you when your child first starts nursery helps us to get to know them as individuals. The learning stories are kept in the hall, and you are welcome to share them with your child. If you want to take the folder home please let your key worker know, and remember to bring it back. There is space for you to add your comments, and we'd love to hear how your child is learning at home.

We hold meetings every term where we will share the learning stories and ask you to share your perceptions of how your child is learning and developing, so that we can work together to support your child's learning.

Meeting Individual Needs

Our curriculum is planned to meet the range of different needs and interests of children. We acknowledge and celebrate individual differences. We make "differentiated provision" for groups or individuals who need extra support or an additional challenge to enable them to fulfil their potential.

Sometimes children have needs which are additional to or substantially different from those of most other children. Arrangements for these children will be recorded as an "individual education plan" which will be reviewed at least termly. Where other agencies are involved the names of these children will be recorded as "school action plus" according to the code of practice for special educational needs.

We also recognise that some children have exceptional strengths or talents. Usually their needs are met within the overall provision but key workers will identify the areas of particular strengths and ensure that their achievements are recognised, built upon, and communicated to staff at their next schools.

Parents and carers are welcome to discuss their child's particular needs at any time, and are kept informed about any arrangements made in school.

School Policies

The school has a full range of policies which parents may access. Please let a member of staff know if you wish to see them. Key policies are summarised below

Admissions Policy

Parents and carers of all children are welcome to visit the school and if they choose, to put their child's name on the waiting list. The school operates a policy that allocates places in accordance with LEA guidelines. Procedures followed are intended to ensure that places are allocated first to those with the greatest need, then to those living within the catchment area of local schools with no school nursery. A copy of the full policy is available.

Charging policy

Voluntary contributions are requested to cover the cost of snacks, trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

Sale of goods or the provision of copies of our documents will be charged at the usual rate and may also be subject to a small administrative charge at a rate of 10 minutes of the hourly clerical rate of pay.

Charges for "extended services are as follows:

Wrap-around childcare and extended provision from 8.00am -3.30pm is provided by the school itself. After-school care is available at CCS (formerly Childhaven Care Service) on the other side of Falsgrave Road.

Children will be accompanied there by staff from Childhaven.

The scale of charges is as follows :

3&4 year-olds

Before nursery (8.00-8.45)	£3.50	Including breakfast
Mornings (8.45—12.45)	£6.50	Including drink and healthy snack
Lunchtime (11.30 –12.30)	£3.00	Children will need to bring a packed lunch
Afternoons(12.30-3.30)	£6.50	Including drink and healthy snack
Teatime (3.30—6.00)	£7.50	Including light tea
After school (3.30—4.30)	£3.00	Drink and light snack
Play and Learn (2-year-olds)	£9	Drink and healthy snack
9.00 - 12.00 or 12.30 - 3.30		
9.00 - 2.00	£15	packed lunch required
9.00 - 3.30	£19.50	packed lunch required

Absence and Illness

When children are very young or settling into school you may feel they need the occasional session off. Please talk to your child's class teacher who will be sympathetic about this. Once children are fully settled into school they should attend Childhaven on every school day, it is important that the valuable resource of a nursery place is not wasted.

There will be times when it is necessary to keep your child away from school. As a local authority school we have a duty to record and report absences.

1. Settling in reasons - please see above.

2. The illness of the child

It is likely that at some time your child will need to be absent due to illness. Please contact the school immediately so that we can keep other parents informed of what illnesses are in school. We have a notice board in the hallway with information about what infections are in school. **If your child has a stomach bug please keep him or her at home for 48 hours after the last attack. This stops the spread of such infections.**

3. Medical appointments

If your child has a dental, clinic or any other medical appointment, please inform the school.

4. Family Holidays

If possible please take your vacation during school holidays. Headteachers can no longer "authorise" absence from school for holidays.

5. Special Circumstances

There are a variety of other reasons that may occur that will require your child to be absent from school. (E.g. illness or bereavement in the family, observance of a religious festival, etc) please see the head teacher if you need to absent your child from school because of special circumstances.

6. Unauthorised absence

Given the age of nursery children it should not be possible to truant as older children might. They may still be registered as having an unauthorised absence if the absence does not fall into any of the above categories or parents fail to inform school. The school has to report unauthorised absences to the Local Authority, and Ofsted, and will pass on a child's attendance record to their primary school.

Keeping the school informed

Please contact us immediately if your child is absent and especially if he or she has an infectious disease, so that we can warn other vulnerable people e.g. expectant mothers. If we have not heard from you we will ring, usually on the 2nd day of absence.

How parents and carers can help us keep children safe



Complete the Essential Information Form

This must be returned before you leave your child at school. The information will be kept in confidence and may be vital if your child has an accident, falls ill or in case of emergency. Please keep us informed of any changes in contact details.

Have Birth Certificate ready

The school is required to check the identity of each child. Please bring it to school on your child's first day.

Think about car-parking and road safety

There is limited parking in Belgrave Crescent, and the streets around Londesborough Road and it can be busy with traffic related to the surgery and other businesses.

Please do not use the area outside the Londesborough Road entrance to park, even for dropping off. It is marked with double yellow lines and is patrolled by traffic wardens, at our request.

We advise parents to walk to school if possible - it's good exercise for everyone and creates time for talking and learning about the local environment. If you need to drive, why not park at Sainsbury's? You can leave a car there for 2½ hours, walk across Falsgrave Road using the pelican crossing, and avoid adding to the congestion around the entrance. Please note that the car-park next to the school is **not** a right-of-way, and children should not use it as a play area.

Please do not expect your child to keep clean at school

Your children must wear sensible work wear that they can easily manage for the toilet. We provide aprons but accidents with clay, paint, water and glue are inevitable. Children who are worried about getting dirty cannot learn. Reassure your child that you do not mind if they look a bit untidy when you pick them up. If they need to be changed we have our own spare clothes. Please wash them and bring them back to school.



Look out for head lice!

We'd rather not think about it but... as your child starts nursery it is a good time to start the regular habit of checking for head lice. When you have washed your child's hair use ordinary conditioner and comb through the hair with a fine-toothed comb. This should remove any eggs before they hatch and the problem gets worse. Make this part of your regular hygiene routine like cleaning teeth and the problem won't get out of hand.



Bringing Things to School

Please encourage your child to bring interesting things to school, especially if they relate to what we are doing. Keep your eye on the newsletter for ideas. Please save scrap materials for us. E.g. craft materials, buttons, Junk boxes, fabric, clean household waste, plant cuttings, wall paper, greeting cards, plastic bottles, containers etc. etc. etc.....

We will also ask for help in finding specific things via the newsletter so be prepared.

If your child has a special toy or comforter make sure that your child's key worker knows about it. **It helps if there is a name on it** and perhaps a loop so that it can be kept on your child's peg for safe keeping. Toys brought from home can get lost amongst the ones that belong to nursery so if your child really wants to bring something in encourage them to think about how to take care of it.

Let us know...

...if you have any questions, concerns, or ideas about how we can improve provision for children and families at Childhaven.

...if you have a skill or interest you would like to share with us.

...if you would like to help with walks and visits.