



**JW  
Nursery**

**PROSPECTUS**

**2020-21**



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## WELCOME TO JOHN WILKINSON NURSERY

The Governors of John Wilkinson School would like to thank you for considering John Wilkinson Nursery as the nursery for your child.

John Wilkinson Nursery is a full day nursery, offering term time provision for 2, 3 and 4 year olds but also offers:

- Breakfast club for Nursery children (School also has a breakfast club for reception to Year 6 pupils)
- After school care for nursery and school children

John Wilkinson Nursery was established in January 2017 and is set in a beautiful semi-rural setting. We are very lucky to have secured a purpose built Nursery which has been carefully designed to ensure your child will enjoy learning in a bright and well-resourced learning environment.

Staff from the 'Outstanding' (OFSTED 2016) Puddleducks Pre-School Provision (which used to be a private nursery on the school site), moved onto the school's payroll so their expertise and that of the school's Early Years staff, ensures that the new setting provides high quality education and care.

The building accommodates 24 children. The nursery has a large playroom and an excellent outdoor environment, which we are developing further. Nursery toilets and changing facilities have been provided and are separate from the school's current facilities.

Outdoor play is an important part of the provision and children have a dedicated playground and grass area to ensure they can play safely. However, we have designed all facilities so that nursery children can benefit from being part of the larger school environment.

The new building provides a first-class warm and welcoming environment for children and their families, which you are welcome to visit.

We understand how important this decision is for you as a parent, so we have knowledgeable and friendly staff to help you every step of the way. So, should the prospectus not answer your questions, simply give us a call and we will assist you in any way we can.



# JW NURSERY STAFFING STRUCTURE

Our nursery and out of school club has a dedicated, highly trained staff.

John Wilkinson School and Nursery Governing Body oversee the nursery as it is part of the school and therefore, the responsibility of the school's governing body.

## **Head Teacher**

J. Carter

## **Deputy Head**

Stephanie Beard

## **Early Years Foundation Stage Leader**

Lisa Fleming

## **Nursery Manager**

Lisa McGowan

## **Deputy Nursery Manager**

Leanne Wiggan

## **Nursery staff**

Stephanie Bowen

Claire Wells

Chloe Wilde

Zoe Upton

Karen Bristow



## CURRICULUM PLANNING AND ASSESSMENT

John Wilkinson Nursery works under the umbrella of the Early Years Foundation Stage (EYFS) which is guided by 4 themes:



<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Children Learn and Develop in Different Ways and at Different Rates</b>
Every child is a unique, competent learner from birth who can be resilient, capable, confident & self-assured.	Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.	The environment plays a key role in supporting and extending children's development and learning.	The EYFS framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

The EYFS (2014) is based around seven areas of learning and development.

The *Prime Areas* which cover the knowledge and skills required to form the foundations of formal learning. These develop through effective relationships and experiences, supporting learning in all other areas and remain fundamental throughout the EYFS.

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

And, *Specific Areas* of learning and development that grow from the Prime Areas and provide important opportunities for extending knowledge:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

For more information, please copy & paste this link into your internet browser:

<http://www.education.gov.uk/schools/teachingandlearning/curriculum/a0068102/early-years-foundation-stage-eyfs> . The nursery also plans responsive themes around children's needs and interests; this makes learning fun and enjoyable for the children whilst they develop the skills and knowledge required for each step of their early education.



We are committed to ensuring children are happy, secure and enjoy learning whilst in our care.

### Toddlers

We are registered to provide sessions for eligible 2 year olds – please ask for application details. **Children who are 2 can begin the term after their second birthday.**

At an early age, children are gradually developing their independence and begin to explore a wide range of life skills. We are able to support this through provision of a wide range of opportunities, which allow your child to explore, investigate and learn through play. Indoor and outdoor learning occurs to contribute to overall development and enjoyment, leading to a love of learning.

### Pre School

Pre-school experience is also based upon play but we offer an early year's curriculum, which progresses until it dovetails seamlessly into the early stage of education in a reception class. All sessions are carefully planned to meet pupils' needs and each half term we have a different focus based on children's interests. The curriculum has been enhanced with exciting and creative ideas from "Nursery Cornerstones Programme", which are used in both the School and Nursery.

We are happy to share these with you!

### What does a typical day look like?

A member of staff is there to welcome your child into the building. After they have hung up their coats, children register themselves on a name board and the session begins. From the moment your child begins the session, there will be a range of activities to engage them including circle time or table top activities. This gives the staff a chance to say 'hello' to each child individually and makes a positive and productive start to the day.

Children then begin activities arranged in many different ways to aid development. Child-initiated play is an important aspect of our work. This means that children plan what *they* would like to do then they carry out their ideas through play activities and finally review their learning. We allow children free access to our outdoor area during this part of the session. The focus is on purposeful play both indoors and outdoors every day. Reading, writing and maths skills are encouraged in an age appropriate way. For example, mark making is the early step towards writing so we encourage children to "write" menus, letters, cards etc. Imaginative play is threaded through many activities as is computing in the form of games, electronic toys and using technology devices such as I pads. Trips, visits and visitors enhance learning further and allow children to explore the world beyond nursery. Many simple activities which you would also provide at home enhance the learning; activities such as baking are used to enhance learning in many areas such as Communication and Language, Personal, Social and Emotional Development and Mathematics. It is the purposeful

intervention of the nursery staff which ensures each child is learning as they enjoy the day.

Research has shown that learning through play is very effective so children manage to develop lots of relevant skills. The children also learn through working with their friends and interacting with adults in the setting. Activities which promote learning in this way are wide and varied; they include Forest school, sharing stories and rhymes, outdoor play with educational toys, painting, drawing and many other exciting and interesting activities suitable to the age and stage of development of your child.

We work towards the early learning goals of the EYFS, these are all developed through rich learning activities and staff will share with you the expectations for each phase of education so you can continue to work with us to develop all of the important early skills which make your child unique. This will ensure your child is “school ready” by the time they transfer into a Reception class and ensure they have developed a love of learning too! A seamless transition from Nursery into a School will make the educational experience for your child even better. The Nursery and School work closely to ensure the outstanding practice from the Nursery and Reception are shared.

Our Nursery staff are attentive, responsive and considerate; they take time to ensure your child is always receiving the best care and attention possible. They will regularly make observations of your child to build an understanding of their strengths and where they can assist them to develop even further. They will share this with you and listen to your views and priorities to ensure high quality provision occurs in a mutually supportive environment. It is an exciting time when children learn quickly so we are very pleased to be part of their learning journey.

## **Key Person**

Each child has a key person allocated to them to ensure they have a strong relationship with a member of our Nursery staff. This will allow you, as a parent/carer to have a clear point of contact so you are reassured that the provision is suitable for your child’s individual needs. This member of staff is always on hand to ensure your child feels happy, safe, secure and understood.














## SESSION TIMES AND PROVISION

Session	Time	Fees
Nursery Full week 5 days (Full day x 5) Discount £20	8am — 6pm	£180 per week (£3.60 per hour) Including afternoon tea and Breakfast Lunch can be purchased for £2.35
Early Nursery	8 am — 9 am	£4 per session (£4 per hour) With Breakfast this is £5.40
Full day Nursery	8 am — 6 pm	£40 per day (£4.00 per hour) Free morning/afternoon snack included Breakfast, lunch and tea can be purchased
Morning short Nursery	9am — 11:30 am	£10 per session (£4 per hour) Free morning snack included
Lunch Club Nursery	11.30 am — 12.30 pm	£4 (No lunch, provide packed lunch) £6.35 (with lunch provided)
Afternoon short Nursery	12:30 pm — 3 pm	£10 per session (£4 per hour) Free afternoon snack included
After School Short (School children only)	3:15 pm — 4.30 pm	£5 per session Free afternoon snack included Tea can be purchased for £1
After School Long (School children only)	3.15 pm — 5.15 pm	£7.50 per session Free afternoon snack included Tea can be purchased for £1
After School Late (School children only)	3.15 pm – 6 pm 3.15 pm – 5 pm on Friday	£9.50 per session Free afternoon snack included Tea can be purchased for £1





## SESSION TIMES AND PROVISION

	<b>Provision Type</b>	<b>Provision Times</b>	<b>Provision + Food</b>	
	Early Nursery	8am > 9am	£4	£5.40
	Full Day	8am > 6pm	£40	Optional
	Morning Short	9am > 11:30am	£10	Free snack
	Lunch Club	11:30am > 12:30pm	£4	£6.20
	Afternoon Short	12:30pm > 3pm	£10	Free snack
	After School Short	3:15pm > 4.30pm	£5	Free snack
	After School Long	3:15pm > 5.15pm	£7.50	Free snack
	After School Late	3.15pm > 6pm (Friday 5pm)	£9.50	Free snack
	School Lunch	Hot meal, cake and fruits	£2.35	
	Breakfast	Hot breakfast	£1.40	
	Afternoon Tea	Sandwich, cake, fruit + milk	£1.00	

ALL PRICES (EXCEPT LUNCH) ARE FIXED UNTIL JANUARY 2021 BUT MAY ALTER AT THIS POINT



## ADDITIONAL COSTS

### Food pricing

Breakfast	£1.40	
Lunch	£2.35	
Tea	£1.00	Sandwich, cake, fruit and milk

### Mandatory pricing charges

Absence when ill	Full fee
Weather closure	Full fee
Electing to go on holiday whilst Nursery is open	Full fee

### Holiday pricing charges

Bank Holidays – nursery closed	No charge
Christmas shutdown	No charge
Easter shut down	No charge
Summer shut down	No charge
Deep clean and P D days	No charge

### Additional notes:

Requests to make any changes/cancellations to sessions **must be received 6 weeks in advance** to allow us time to meet the needs of all nursery users. Please refer to our Registration and Booking policy and Wrap Around Care prospectus for more information.



When you make your initial booking this is for a term you are committing to taking a place and need to be prepared to pay for the **whole term**; you are making a contract with the nursery to this effect.

If you decide to leave, we require notice of your leaving date **6 weeks in advance**, in writing. Please refer to our Registration and After School Club policies. The agreed fees for the term must be paid during your notice period. Your notice period allows us time to arrange for another child to start when you leave. Unfortunately, we have to do this to ensure we can pay staff and overhead costs.

Any combination of the advertised sessions can be booked subject to availability according to our registration and booking procedures (please see registration policy). Our experience shows us that children enjoy stability as it allows them to adapt to the routines, feel settled in their surroundings and make strong relationships so you may wish to consider this when selecting your preferences. Please feel free to discuss this with us if you need some assistance or advice.

### Payment

Payments **must be made 2 weeks in advance of sessions** but can be paid in a “lump sum” for the term or weekly, which ever suits you best. **Children cannot attend session if payment has not been received.** This will be applied rigorously. We reserve the right to withdraw non funded hours as a consequence of late payment or arrears. Administration fees will apply. Payments must be made via our electronic system; we will provide details of how to do this and passwords. If you do not have internet access exceptions may be made; please see the school Administrator if this applies to you.

### Free Nursery Places

We provide the government’s ‘Nursery Education Funding’ and are able to offer 15 hours of free childcare per week to all eligible 2, 3 & 4 year olds and sometimes 30 hours extended provision. Nursery Education funding for 3 and 4 year-old children is available from the term after the child’s 3rd birthday, for up to 30 hours per week of nursery education. We try to accommodate the 30 hours offer when parents request this but cannot guarantee this is available. **If you receive funding and move nurseries the funding immediately follows your child. You will be billed for the funding lost if you have not given 6 weeks’ notice, so please be mindful of this.**

## Options available to you are:

**15 hours per week for 38 weeks** Or

**12 hours per week for 46 weeks for 2019/20** (*570 hours divided by 46 weeks = 12.39*) Or

Either of the two options above with “top up” payments made by parents.

**30 hours places** will be considered by governors (termly in the first instance).

Places available to 2 year olds may, if necessary, be limited to 4 pupils but this will be determined by the settings capacity to maintain ratios. We may prioritise older 2's if we have high demand and **all 2's are admitted the term after their second birthday.**



Meal times are not just about developing healthy eating they are also a time to enjoy each other's company and relax together. Any mealtime is a social occasion and another opportunity for children to learn. Staff encourage children to eat and reinforce the skills you teach at home when eating together in the nursery; sharing, cooperation and table manners to name a few.

The nursery will have the benefit of school meals provision. Shire Catering are commissioned to provide our school meals. High quality meals are guaranteed. All of our food is prepared by our cook, Mrs. Bradfield who is an excellent cook. Please let us know of any food allergy or problems with eating so we can work together to keep children healthy.

### **Breakfast Club**

Your child can join us at breakfast club at 8:00 a.m. Breakfasts are prepared by the cook and healthy, nutritious food is provided. The menu varies but includes cereal, toast, pancakes, crumpets and eggs. We have milk, water or juice to drink.

### **Refreshments**

Free snacks will be available at refreshment times (during morning and afternoon sessions). Food offered will include fresh vegetable sticks, dried and fresh fruit, toast and yoghurts. This is again, a very sociable time where children, supported by adults, get to try new flavours and textures.

### **Lunch**

Lunch is a choice of freshly cooked main meals, freshly prepared desserts and a drink of water or milk. All children are encouraged to develop the skills to feed themselves, although there is always someone to lend a hand when needed. Please contact the office for the current prices. Packed lunches can be purchased or you can provide one if you prefer.

### **Tea**

Tea will be provided at around 4.00 pm to 4.30 pm. Food served will include snack type foods (prepared by the cook) such as sandwiches, crackers, finger food, yoghurt, fresh or dried fruit, cake and water or milk to drink.

We have a three-week rolling lunch menu in school, to give you an idea of what is provided, please copy the link into your web-browser.

[http://www.johnwilkinsonprimary.co.uk/resources/\\_a801d3aa014ef3ca20bd4488ced307ab.pdf](http://www.johnwilkinsonprimary.co.uk/resources/_a801d3aa014ef3ca20bd4488ced307ab.pdf)



Shropshire Council Nursery Classes Admissions Policy has been adopted by the governing body.

We will ensure we have a list of children whose parents have expressed a wish to attend the nursery. Decisions will be made using the following priorities:

Children with a Statement of Special Educational Needs or EHCP, which name a particular school, will be allocated places if the LA deem the placement suitable. After this, places are allocated according to an agreed set of criteria, in strict order of priority. They are as follows:

**Priority 1:** Looked after children, who are in Public Care as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

**Priority 2:** Children already attending the nursery setting who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

**Priority 3:** Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

**Priority 4:** Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.

**Priority 5:** Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority will be given to the children living closest to the nursery (distance from home to school measured as a straight line on a computerised mapping system).

**Priority 6:** Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

**Priority 7:** If the school governors have decided to offer extra fee paying hours to children attending for their 15 free hours, this offer can only be made once all parental requests for free places have been dealt with and places should not be given in situations that will prohibit a child from getting their free entitlement. The charges for these extra hours should be set at a reasonable market rate and not be seen to undercut any other provision in the area.

Please note that it is not permissible for any school to guarantee a place in the Reception class as a result of a child attending the nursery. Primary school admissions are regulated and administered through the LA.



## WORKING IN PARTNERSHIP

We work with parents, in partnership, and we therefore make a commitment to:

- Informing parents about organisational issues and their child's learning
- Providing strong communication
- Responding to any concerns promptly
- Asking for your views and acting upon these

You are welcome, at any time, to come and see us if you want to tell us what we are doing well, what else we can do to improve or about any particular issue for your child.



## SECURITY

Your child's safety is always our priority and the same high standards of safeguarding will apply throughout the nursery and school. These include secure entry systems and rigorous safety procedures. We carry out extensive and rigorous checks on all staff through recruitment and DBS checks.

For your child's safety, under no circumstances will a child be allowed to leave the premises with anyone unknown to our staff, unless previously arranged by the parents or guardian. If parents make prior arrangements by telephone, we will need the name, address and telephone number of the nominated person and they will be asked for proof of identify upon arrival and the "safe "password you have provided. This policy is implemented rigorously so please ask anyone collecting your child to be patient when staff implement the system, it is for safety reasons.



## FREQUENTLY ASKED QUESTIONS

### ***“Do I need to reapply for nursery sessions?”***

Yes, each term (just after half term), we will ask you to complete a ‘Session Request Form’, detailing your preference of sessions for the following term. We will do our best to offer your first choice of sessions. Please see our Registration and Booking Policy and Procedure for more details.

### ***“What happens if my child is ill?”***

If your child falls in during the session one of the staff will contact you to arrange collection. It is therefore vital that we have up to date contact details for you. If your child is ill before the session they will not be able to attend until the illness has cleared and in the case of vomiting and diarrhoea until 48 hours after the last episode.

### ***“Do I need to provide sun cream for my child?”***

In order for your child to enjoy the sun safely we ask that you provide us with a bottle of sun cream with your child’s name at the beginning of the summer term, to leave at the setting. We also request that you apply sun cream to your child before they attend a session.

### ***“What should my child bring with them to pre-school?”***

We recommend that you bring a complete change of clothing for your child just in case they have an accident or get wet during an activity, as well as nappy changing supplies if necessary.

### ***“What happens if I need someone else to collect my child from the setting?”***

We appreciate that it is not always possible to collect your child so we arrange with you to nominate another person and a password they can use when they collect. Please do call ahead of the collection time to ensure staff are aware of the change.

### ***“Do I need to pay if my child is absent due to illness, an appointment or a holiday?”***

Our staff rota is worked out weeks in advance and we need to maintain strict staff to children ratios. Unfortunately, we are unable to reimburse you for non-attendance. We ask that 6 weeks’ notice is given should your child no longer require the session.

### ***“What do I do if I am unhappy with the provision?”***

We hope that all issues arising can be dealt with by the Nursery staff, the Nursery manager or the Head teacher. Should you feel that this is not the case then there is a complaints procedure which you can follow. This is available at the school office or via the website.

We thank you for considering our setting and hope this prospectus provides the information you required. If not please call us and we can answer any questions you have. You are welcome to visit the setting if this would help you in making your decision, simply call to make an appointment.

### **Contact details**

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