

All2gether@Ashfield Nursery School/



## **All2gether@Ashfield Nursery School**

### **Contact Us**

**Assistant Headteacher**

Mrs Carolyn Jubb

**Telephone**

0191 273 5587

**Email**

[admin@ashfield.newcastle.sch.uk](mailto:admin@ashfield.newcastle.sch.uk)

**Website**

[www.ashfield.newcastle.sch.uk](http://www.ashfield.newcastle.sch.uk)

Newcastle City Council  
Education Department  
Civic Centre  
Barrass Bridge  
Newcastle upon Tyne  
NE1 8PU  
Telephone: 0191 2787878

## **All2gether@Ashfield**

If you are eligible for the Government 2 Year Old Offer, your child will be entitled to 15 hours per week free provision.

If you would like to check eligibility or require any further information regarding this offer, please contact the school office.

We offer paying sessions at All2gether@Ashfield and these are charged at £8 per session. Please contact the school office for further information.

## **OUR AIMS**

In our Nursery we aim to create a safe, exciting, well planned, stimulating environment where every child and family will learn to their full potential and have the confidence to succeed regardless of background or circumstances.

Ashfield Nursery has a dynamic, positive image with a clear identity, which stands for excellence. We are the firm foundations building the future for the individual and the community.

## **Every child and their family matters**

## **TIMES OF THE SCHOOL DAY**

**Nursery doors will be opened at 8.45am each morning  
and 12.30pm each afternoon**

For children entitled to 15 hours a week nursery provision, 5 days a week, sessions are as follows:

Mornings: Monday to Friday 8.45am to 11.45am

or

Afternoons: Monday to Friday 12.30pm to 3.30pm

## **STAFFING**

Assistant Headteacher

Mrs Carolyn Jubb

2 Year Old Unit Manager

Mrs Debbie McLaughlin

Learning Support Assistant

Miss Amy Holliday

Learning Support Assistant

Miss Jenna Christer

Learning Support Assistant

Ms Sandra Mitchinson

## **SCHOOL GOVERNORS**

Chairperson	Neil Johnson
Vice Chairperson	June Conway
Co-Headteachers	Anne Humble Kay Mills
Staff Governor	Carolyn Jubb
Co-opted Staff Governor	Maureen McCabe Janet Howson Jenna Stephenson Barbara Campbell Sandra Terry
Co-opted Governor	Julie Foggin Rebecca Maclauchlan Leanne Buxton Shelley Hobbs Habib Rahman
Parent Governor	Sarah Simmons Natasha Jobson Sophie Tate Ashleigh Terry Kirstie Walton

### **Special Needs**

We have trained staff and a policy on the identification of and arrangements for, children with special needs.

### **Sharing Information**

We feel sharing information with practitioners working with children and their families is vital.

### **Safeguarding in School**

Ashfield Nursery School is committed to ensuring the welfare and safety of all children in school. All Newcastle schools, including Ashfield Nursery School, follow the Newcastle Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Newcastle Safeguarding Children Boards Procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

### **Mobile Phones and Cameras**

The use of mobile phones and cameras is **prohibited** in nursery

### **Full Hats/Helmets/Face Coverings**

Parents and visitors are requested to remove all items of clothing that obstruct the view of the face, this is to ensure that all persons on school premises are identifiable at all times.

### **Complaints**

Hopefully, this will not occur but should you have a complaint please contact either your class teacher, member of staff or the Assistant Headteacher.

If your complaint is about any staff member please contact the Assistant Headteacher, if the complaint is against the Assistant Headteacher please address your complaint in writing to Mr Neil Johnson, Chair of Governors.

## **Attendance**

At Ashfield Nursery School, the attendance of all of our children is of vital importance. Although we recognise that attending nursery is not statutory, we hope to instil good habits in punctuality and attendance in children and their families to help them make the most of their education and the activities.

Attending nursery every day will help to give your child the best possible start in life. If possible, please arrange family holidays and extended trips to coincide with schools holidays. If you do have to go in term time, please limit any absence from nursery to two weeks or less.

## **Illness**

If your child is unwell please inform nursery on the first day of absence and give the reason for the absence.

If your child has:

**Vomiting or Diarrhoea – they must be kept away from nursery for 48 hours from the last episode of vomiting or diarrhoea.**

Chickenpox, Mumps, Measles – period off nursery is 5 days from onset of rash or until full recovery.

## **Late Collection Policy**

### **15 Hour Provision**

- The Local Authority provides 15 hour free provision for those children eligible for the two year old offer.
- If a child is consistently being collected late then a £3 charge will be incurred.
- Any outstanding charges should be paid at the school office.

## **WHAT CAN YOU DO TO HELP?**

10 things we would love you to practice with your child before they start nursery

1. To talk about nursery with your child, reminding them you will be leaving them but will be coming to collect them.
2. To enjoy the new experience of nursery.
3. Start to use the toilet on their own.
4. To wash and dry their hands.
5. To use a handkerchief to blow nose.
6. To try to remove their coats, gloves and hats and hang them up.



7. To put shoes on and take them off.
8. Share a book with an adult.
9. Start to share toys.
10. To tidy up.





## **SETTLING IN AT NURSERY**

We introduce the children in small groups and for short periods of time and then gradually increase numbers and time, this is done on an individual basis.

All children react differently and there is no set expectation for how to settle-in. Our advice is for you to leave your child with us as quickly as possible so that they associate nursery with being independent.

If your child finds settling-in difficult don't worry we are all very experienced and will make individual arrangements, which will be successful.

Our job is to provide a happy environment the children want to be in and we work very hard to achieve this.

During this time we spend lots of time building up relationships with the children and assessing them so that we can begin to plan.

## **PLAY**

The natural way for young children to learn is through play.

In our nursery we use play to:

- ◆ Provide an opportunity to develop language
- ◆ Provide opportunities and motivation to practice basic skills
- ◆ Help develop self-confidence
- ◆ Help children to learn to share
- ◆ Encourage thinking and decision-making
- ◆ Nourish curiosity
- ◆ Development concentration
- ◆ Stimulate interest
- ◆ Provide a secure basis for further learning



## **WHEN YOUR CHILD STARTS NURSERY**

1. Visit us before your child begins nursery so that he/she get to know us.
2. Your child should always be brought to and collected from nursery by a **responsible adult**.
3. Each time you come to nursery you must sign in and sign out your child, registration forms will be kept at the entrance.
4. If you are not picking up your child please let staff know who will be. Please try to be prompt when collecting your child, as being last and everyone else gone home can be very upsetting.
5. We access our outdoor area in all weathers; please can your child bring a named pair of wellies that stay at Nursery. We paint, we glue, we draw and do lots of “messy” things, please dress your child in suitable clothing and footwear. Your child will want to access all activities when in Nursery so we advise you to remove all jewellery, when children are climbing, dressing up, exploring, jewellery can represent a DANGER.
6. Please put your child’s name in clothing.
7. Please supply nappies, cream, wipes and spare pants as “accidents” do happen, these can be given to staff in a named bag.
8. If there are any changes at home please let staff know as this helps us support your child (a new baby or new house can affect your child’s behaviour).
9. We have an “open door” policy and if you have any queries or problems please feel you can come and talk to the Assistant Headteacher or any member of staff.
10. If your child is not coming to nursery can you please let us know by 9.30am if attending a morning session and 1.30pm if attending an afternoon session.
11. Sweets are not allowed but your child can bring a comforting toy until he/she settles.

## **THINGS WE THINK YOU NEED TO KNOW ABOUT US**

Milk and a healthy snack mid-session are provided and we ask you to make a voluntary contribution of £1 per week.

Our children are encouraged to eat fruit and vegetables.

There is no formal catchment area for our school and as children are of non-statutory school age parents have freedom of choice.

In our setting the children are given a firm grounding in social and learning skills. This is achieved in a vibrant, exciting, relaxed environment, which needs lots of help, and support from you the parents.

## **TRANSFER TO ASHFIELD NURSERY SCHOOL**

If your child is 3 year old before 31<sup>st</sup> August he/she may transfer to Ashfield Nursery school.

Please inform the staff if you do wish your child to transfer to Ashfield Nursery School.

October 2019