Ashfield Nursery School



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Contact Us

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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

As a result of the Covid-19 pandemic, changes have been made to the school day:

The school day is now as follows:

Classes 2 and 4 - from 9.00am until 2.00pm, 5 days a week
Classes 1 and 3 – from 9.15am until 2.15pm, 5 days a week

All children are entitled to 15 hours a week nursery provision, ie 9.00am until 2.00pm or 9.15am until 2.15pm, 5 days per week. If your child has been offered an extended day until 2.00pm/2.15pm you must provide your child with a healthy packed lunch as nursery is unable to provide a meal.

A healthy packed lunch should contain, for example, a sandwich, fruit, yogurt, vegetable sticks as we are a designated Healthy School and are promoting healthy eating – please see separate leaflet for ideas.

If you forget the packed lunch you will be required to collect your child at 12.00noon/12.15pm promptly as we have no facilities to provide a meal.

EXTENDED HOURS

Some children will be eligible to stay until 3.00pm each day, the eligibility criteria will be:

- Those who have the 30 hour code – this code must be provided and verified by school before receiving the extra hour.
- Early Years Pupil Premium Funding.
- Children who have an Early Help Plan.
- Children who are involved with Social Care, with a Child in Need Plan or Child Protection Plan.
- Children who are Looked After, in the care of the Local Authority.
- Children with any other specific needs are identified by the school that can be supported with extended hours.

Parents can pay for their child to stay until 3.00pm at a cost of £4 per session.

STAFFING

Assistant Headteacher	Mrs Carolyn Jubb
Teacher	Mrs Frances Burtle
Teacher	Miss Emma Wilkinson
2 Year Old Unit Manager	Mrs Debbie McLaughlin
Nursery Nurse	Ms Maureen McCabe
Nursery Nurse	Mrs Sandra Taylor
Nursery Nurse	Mrs Margaret Foggin
Nursery Nurse	Mrs Paula Bell
Nursery Nurse	Mrs Hilary Wright
Nursery Nurse	Mrs Jacqui Fairley
Learning Support Assistant	Mrs Hamitha Miah
Learning Support Assistant	Miss Jenna Christer
Learning Support Assistant	Ms Sandra Mitchinson
Learning Support Assistant	Miss Amy Holliday (currently on maternity leave)
Admin & Finance Officer	Mrs Jacqui Hamilton
Mid-day Supervisory Assistant	Miss Nicola Hopper
Caretaker	Mrs Susan Bannon

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

Admission Policy

Ashfield Nursery School follows Newcastle Local Education Policy for admissions.

Religious Worship

We do not have a daily act of worship or direct religious education teacher and are not affiliated to any particular religion.

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.

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

The first half term in the autumn is our settling-in time.

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. 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.

4. 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.

5. Please put your child's name in clothing.

6. Please supply spare pants as "accidents" do happen, these can be given to staff in a named bag.

7. 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).

8. 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.

9. If your child is not coming to nursery can you please let us know by 9.30am.

10. Sweets are not allowed but your child can bring a comforting toy until he/she settles.

11. Our home loan book scheme operates weekly (see staff for more information).

THINGS WE THINK YOU NEED TO KNOW ABOUT US

Milk and a healthy snack mid-session are provided

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 PRIMARY SCHOOL

If your child is 4 year old before 31st August he/she may transfer to primary school.

Places are allocated at the primary school on a parental choice basis, subject to availability of places. Information on how to apply will be given to parents early in the Autumn Term.

All2gether@Ashfield

We have a 2 Year Old Unit for two year olds. 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.

Addendum for Covid-19 Pandemic

Some temporary new restrictions and procedures are in place this term including:

- Staggered start and finish times for the different classes.
- Additional entrances/exits into nursery.
- Parents unable to come into the school building.
- Limited items from home being brought into nursery.
- Extra hygiene routines will be in place at various stages of the day – including lots of handwashing and cleaning of surfaces.

Staff will be unable to 100% guarantee that children within their team do not socially distance from each other and their staff. They will also be sharing resources but these will be cleaned regularly.

Parents need to keep 1-2 metres apart from staff and other parents whilst at the entrances and it is recommended that a face covering is worn.

Children must not attend nursery if they show any symptoms of Covid 19 virus, - current symptoms include a persistent and continuous cough, high temperature and loss of smell/change to sense of smell. Parents should contact the NHS online coronavirus service on 111 or seek medical advice if they or their children are displaying symptoms. If they test positive they must continue to self-isolate for at least 7 days from the onset of their symptoms and return to the setting only if they do not have symptoms (other than cough or loss of sense of smell or taste as these can last for several weeks once infection has gone). If they still have a high temperature, they should keep self-isolating until their temperature returns to normal – Parents/Children must self-isolate if they have been in close contact with someone who has coronavirus symptoms or with someone who tests positive for coronavirus.

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