

# Ashfield Nursery School



Part of Newcastle Nursery Schools Federation

# **Ashfield Nursery School**

## **Contact Us**

**Co-Headteacher**

Kay Mills

**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

## **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 its family matters**

## **STAFFING**

Co-Headteacher	Mrs Kay Mills
Assistant Head of School	Mrs Frances Burtle
Teacher	Miss Holly Porter
Playgroup Managers	Mrs Gemma Watson / Mrs Dennise Ellwood
Nursery Nurse	Mrs Margaret Foggin
Nursery Nurse	Ms Maureen McCabe
Higher Level Teaching Assistant	Mrs Karen Lindsay
Learning Support Assistant	Mrs Kulsuma Meah
Learning Support Assistant	Miss Georgia Sloan
Learning Support Assistant	Miss Nicola Grant
Learning Support Assistant	Mrs Kuhinoor Khanom
Admin & Finance Officer	Mrs Jacqui Hamilton
Caretaker	Mrs Susan Bannon

## **Designated Safeguarding Leads**

Mrs Frances Burtle  
Miss Holly Porter  
Mrs Gemma Watson  
Mrs Kay Mills

## **SCHOOL GOVERNORS**

Chair of Governors	Mr Darren Kidger
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## **TIMES OF THE NURSERY DAY**

### **Playgroup**

**Doors will open at 8.45am each morning  
and 12.15pm 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 12.15pm to 3.15pm

### **Main Nursery**

**Nursery doors will open at 9.00am each morning**

The nursery day is from 9.00am until 2.00pm, 5 days a week.

All children are entitled to 15 hours a week nursery provision, ie 9.00am to 12.00noon, 5 days a week. If your child has been offered an extended day until 2.00pm 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.

If you forget your child's packed lunch, you will be required to collect your child at 12.00noon promptly.

## **Admission Policy**

Ashfield Nursery School follows Newcastle Local Education Policy for admissions.

## **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 nursery holidays. If you do have to go in term time, please limit any absence from nursery to two weeks or less.

## **Complaints**

We hope that this will not occur but should you have a complaint please contact either your class teacher, member of staff or one of the Co-Headteachers.

If your complaint is about any staff member please contact one of the Co-Headteachers. If the complaint is against one of the Co-Headteachers, please address your complaint in writing to our Chair of Governors.

## **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 nursery premises are identifiable at all times.

## Illness

If your child is unwell, please inform nursery on the first day of absence and give the reason for the absence. Please notify nursery by Class Dojo, email or telephone call.

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.** Eg your child is sick on Sunday, as long as they are not sick anymore after this day, they can return on Wednesday.

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

**Temperature – If your child has a temperature, they cannot return to nursery until 24 hours after they are temperature-free. If a child has been taking medicine (eg Calpol) for their temperature, they cannot return to nursery until 24 hours after the last time they had medicine and must be temperature free.**

Cough – if your child has a cough and you are convinced it is a cold, then your child can return to nursery when they are well enough.

Medication – if your child needs prescribed medication (4 times a day), please ask for a form from the nursery office so staff can administer.

## Late Collection Policy

- **If a child is consistently being collected late then a £5 charge will be incurred for each late pick-up.**
- Any outstanding charges should be paid at the nursery office.

## Mobile Phones and Cameras

The use of mobile phones and cameras is **prohibited** in nursery. Please do not use your mobile phone when dropping off and picking up your child.

## **PACKED LUNCHES – NO NUTS**

Please can we ask parents not to put nuts into children's packed lunches, as this is a health and safety issue for some of our children.

We are making this request as we wish to safeguard all our children and a number of children in nursery have nut allergies, which could endanger lives.

In main nursery we have a 'Packed Lunch Free Friday'. Nursery provides the food on this day. All food is vegetarian and dietary requirements are adhered to. Staff will advise parents when Packed Lunch Free Fridays commence.

## **Religious Worship**

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

## **Safeguarding in Nursery**

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

## **Special Needs**

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

## **Sharing Information**

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

## WHAT CAN YOU DO TO HELP?

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

1. Talk about nursery with your child, reminding them you will be leaving them but will be coming to collect them.
2. Tell them to enjoy the new experience of nursery.
3. Start to use the toilet on their own.
4. To wash and dry their hands / push long sleeves up.
5. To use a handkerchief to blow nose.
6. To try to remove their coats, gloves, 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 do not worry we are all very experienced and will make individual arrangements, which will be successful, but we need to work together.

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

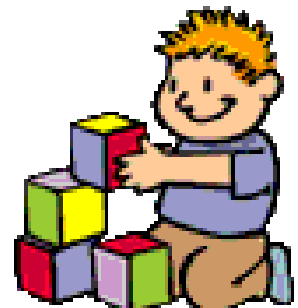
During this time we spend lots of time building up relationships with the children and assessing them so that we can begin to plan.

## 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. Your child should always be brought to, and collected from nursery by a **responsible adult**, and promptly on time.
2. 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.
3. 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.
4. Please put your child’s name in clothing.
5. If your child is still in nappies, please supply nappies, cream and wipes. We ask **all parents** to supply a change of clothes, as ‘accidents’ do happen. Please give to staff in a **named bag**.
6. 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).
7. We have an “open door” policy and if you have any queries or problems please feel you can come and talk to any member of staff.
8. **If your child is not coming to nursery can you please let us know.**
9. 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**

We provide milk, water and a healthy snack mid-session.

Our children are encouraged to eat fruit and vegetables.

There is no formal catchment area for our nursery 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, and needs lots of help, and support from you the parents.

## **PLAYGROUP**

We have a Playgroup unit and if you are eligible for the Government 2-Year-Old Offer, or the Working Parent 2-Year-Old offer your child will be entitled to the relevant hours per week free provision. If you would like to check eligibility or require any further information regarding this offer, please contact the nursery office.

We offer paying sessions at Ashfield Nursery, please contact the nursery office for further information.

## **TRANSFER TO ASHFIELD NURSERY SCHOOL**

If your child is 3 years 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.

## **TRANSFER TO PRIMARY SCHOOL**

If your child is 4 years old before 31<sup>st</sup> August, he/she will 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.

**September 2025**