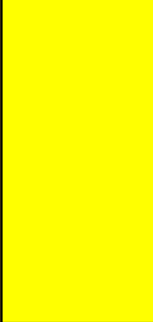




Palfrey Infant School
Bescot Street
Walsall
WS1 4HY



NURSERY 2023-24



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1. WELCOME FROM MRS WALSH, HEADTEACHER

Dear Parents/Carers

Welcome to Palfrey Infant School Nursery. We aim to provide your child with a happy and enjoyable start to their education that will provide a solid foundation for their lifelong learning journey.



This brochure sets out all the information you will need to know about the work of our Nursery department.

If there are any areas that have not been covered, please speak to a member of the Nursery staff who will be happy to help you. If you wish to speak in confidence to a member of the Senior Management Team please speak to the Office staff who will be able to arrange a convenient time for this to take place.

Please remember if you choose that your child comes to our Nursery it is important that they attend every session to enable them to have a secure start to their education and be introduced to 'active learning' through the Early Years Foundation Stage curriculum.

We believe learning begins at home and we as a school become partners as educators. We will require your support to ensure your children gain the most from their time with us.

You can help support your child in Nursery by:

Building their independence skills:

- Helping your child to go to the toilet on their own.
- Practice putting their own coat on and off.
- Practice changing their shoes.
- Using cutlery to eat their food independently.

Developing their language, understanding of play and sharing

- Sharing books & nursery rhymes with your child. (Join Walsall Library)
- Talk to your child about what they will do in Nursery.
- Give them opportunities to spend time with other children and adults to develop confidence and independence (this will also help them settle into Nursery quickly).

Yours sincerely

Alison Walsh
Headteacher

2. Nursery & Senior Staff Team

Headteacher/Safeguarding

Mrs. A. Walsh contact: support@palfreyinfant.co.uk

Deputy Headteacher

Mrs. A. Hennefer contact: ahennefer@palfreyinfant.co.uk

SENCO (Monday- Wednesday)

Mrs. T Dunkley contact: tdunkley@palfreyinfant.co.uk

Learning Mentor / Parent Support (Monday- Thursday)

Mrs. M. Adams contact: madams@palfreyinfant.co.uk

Nursery

Miss E.Stackhouse - Robin Group estackhouse@palfreyinfant.co.uk

Mrs. A Parveen - Owl Group aparveen@palfreyinfant.co.uk

Mrs. J Beckett - Kingfisher Group jbeckett@palfreyinfant.co.uk

Mrs T Zaman (L2 TA)

3. Session Times

Morning Session **8.30 am - 11.30 am (3 hours)**

Afternoon Session **12.30 pm - 3.30 pm (3 hours)**

The children attend 5 x 3 hour sessions per week e.g. 5 mornings or 5 afternoons

If your child has a 30 hour placement code, please contact the school around supervision costs at lunchtime.

4. Curriculum

In Nursery the children are taught in small groups. Their work is based on the Early Years Foundation Stage curriculum.

Learning is divided into seven areas which provide a structure for supporting and developing curiosity, enjoyment of learning and achievement of young children, both indoors and outdoors.

The 7 areas of learning are:

- Communication & Language
- Physical Development
- Personal, Social & Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

They continue with this curriculum into Reception. As they complete Reception they will be assessed against the criteria for reaching the expected standard.

5. The Nursery Session Timetable

The children follow a daily routine of:

Small Group Time

This is a time for self-registration and an opportunity for your child to share his/her news with their teacher. During this time the group will also complete the days of the week and weather charts and discuss

Number/Colour/Shape/Fine Motor Skills and Feelings etc.

Focus Time

Adult led activities which aim to develop skills and knowledge in the 7 areas of learning.

Child Initiated Time

Independent child lead activities supported by the nursery practitioners which aims to further develop the skills taught during Focus Time and develop the children's own interests. During this time your child is free to work in all areas, exploring materials, learning new skills, trying out their own ideas and making sense of what they are learning. Music is played at the end of this session as a signal to the children that it is time to finish and they are encouraged to return all the equipment to its rightful place.

Snack Time

Your child is provided with a healthy snack and a drink of milk or water during the session. To pay for the fruit snack parents are asked to pay **55p** a week which is collected at the beginning of each half term via the **School Gateway app**. **Please download the App in preparation.**

Recall

During this session your child will have the chance to talk about the work they have done in nursery that day. This session also gives the practitioners time to further assess your child's understanding and plan the next steps in their learning journey.

Small Group Time

Adult led activities which focus on Speaking & Listening, Reading and Phonic (Letter Sounds, RWI Scheme) development.

6. Attendance Policy

Regular attendance is vital to your child's success in Nursery. If you accept a place for your child in our Nursery then we expect them to attend every day, unless they are ill. If your child is ill please contact the School Office on the **first day** of your child's illness as the school is required to report on all reasons for absence.

Children with 96 % attendance are rewarded with a Certificate of Good Attendance, those with no absences in any term are rewarded with a Certificate of Good Attendance and a special badge to pin to their Book Bag.

You are signing a Home School Agreement to commit to good attendance.

7. Term Time Holidays

Please do not take your child out of school during term time. Palfrey Infant School works with other local schools as part of the Broadway Cluster, we do not authorise term time holidays, in accordance to our Attendance Policy. Parents must notify school of any holidays. Parents must ask for an application form and make an appointment with the attendance panel to discuss their request at least 4 weeks before the intended absence. You will then be called to a meeting to discuss the requested holiday.

8. Appointments

Please inform the nursery staff or school office about any medical appointments. These are marked as M in the school register.

9. Punctuality

The Nursery plans a broad, balanced and blended curriculum for all the children from the beginning of each session and it is therefore important that your child arrives and is collected on time. If there is an occasional problem why you may not be able to arrive and collect your child on time then please let a member of the nursery staff know or phone the school office. We will not allow your child leave without prior arrangements.

10. Assessment and Reporting on your child's progress

An assessment is made on your child's entry to Nursery and this along with the information you as parents provide, means that the Nursery practitioners have the knowledge they need to provide for your child's educational needs. A profile is kept on every child which includes a record of the progress they are making in Nursery and includes samples of their work. There are parent consultations each term to enable parents/carers to share your child's learning journey and to discuss your child's work with their teacher.

A report on your child's progress will be sent to you at the end of the Summer Term.

11. Equal Opportunity

The school has a code of practice which enables all children to celebrate the diversity of our school community.

We aim to develop through Personal, Social and Emotional education a positive self image where children value themselves and others, where children's confidence and independence is nurtured to enable the development of the whole child in a caring environment.

12. Racial Equality

The school policy aims to eliminate all forms of racism and racial discrimination, promote equality of opportunity and good relations between people of different racial and ethnic groups.

13. Special Education Needs

A member of staff is designated to assess children with Special Educational Needs & Disability (SEND) and to obtain help from external agencies if required.

For those children assessed as having SEND we work in partnership with parents and external agencies if necessary to enable us to provide the most appropriate learning environment possible for each child.

If you wish to discuss your child's needs please contact tdunkley@palfreyinfant.co.uk

14. Nursery Uniform

We encourage our children to wear our school uniform in Nursery

The Nursery uniform comprises:

- Navy blue sweatshirt
- Red polo shirt
- Navy/Black joggers or leggings
- Sensible slip on or velcro fastened black shoes
- Wellingtons
- A warm coat for outside play throughout the year.

Clive Marks – Saddlers Centre, Unit 40-44 , 1 Park Street, WALSALL WS1 1YS
Crested School Wear 7 Park Street 01922 276266

Please put your child's name in their clothing including coats, shoes and bags.

15. Jewellery

For Health & Safety reasons **please do not send your child** to school wearing jewellery.

16. Medicines in School

Before medicines are brought into school, please discuss with the Office staff.

Only prescribed medicines should be brought into school.

A medical needs consent form must be completed at the school office prior to any medication being administered.

Allergies- you must fill out an allergy alert card. Your child will wear a badge alerting staff of their allergy.

17. Library

There is a lending library in school every week. Please spend some time sharing books with your child. We would ask you to encourage your child to respect the books and not to write or draw in them. There is a £5 charge for lost books. We suggest joining Walsall Library also.

18. Parental Involvement

All parents are welcome to join us in school, so please come along to our special school events. The class teacher will inform parents when their child is taking part in an event. Parents are informed through the regular newsletters if there are other events taking place. Mrs Adams our parent support will also offer courses throughout the year.

19. Healthy Schools

There are very few parking spaces around school and traffic congestion at the beginning and end of the day is a particular problem. We would therefore ask you whenever possible to please walk to school with your child.

20. Child Protection/ Safeguarding

We take the protection of children very seriously. We like to support families at an early stage of difficulty to try to prevent problems escalating. (This is called Early Help)
We are legally bound to report any child protection concerns to Children's Services if we suspect that abuse or neglect may have taken place. We will always try to maintain a good working relationship with parents/carers over these matters, but the safety of children will always be our main priority. Any actions we take will be in line with Walsall's Local Safeguarding Board procedures. Please contact Mrs Adams or Mrs Walsh in confidence if you need advice.

21. Emergency Plan Evacuation/Closures

In the unlikely event that we have to evacuate the school and are not able to return we will walk to Palfrey Junior School. Their telephone number is 01922 721092

In the event that school needs to close as a result of bad weather we will put **information on our school website** and **send a text via School Gateway App** (please make sure you let us know if you change your phone number). We would only close the school in extreme circumstances so if you are unsure please check the school website. A message will show at the top of the home page **School open as usual** or **School closed due to bad weather**.

22. CHARGING POLICY

Every child is entitled to receive 15 hours Free Nursery Education. There are however certain activities not covered by the school budget and parents may be asked to make voluntary contributions towards educational visitors etc.

A school fund exists which helps to subsidise activities for pupils. This fund is raised by the sale of fruit at snack time each day.

A charge will be made for lost or damaged books and a fine issued for the late collection of children, paid via School Gateway App

Free milk is provided for all children.

23. EARLY YEARS PUPIL PREMIUM FUNDING

Additional funding is given to schools for 3 and 4 year old children if they meet at least 1 of the following criteria:

- [Income Support](#)
 - income-based [Jobseeker's Allowance](#)
 - income-related [Employment and Support Allowance](#)
 - support from NASS under [part 6 of the Immigration and Asylum Act 1999](#)
 - the guaranteed element of [State Pension Credit](#)
 - [Child Tax Credit \(with no Working Tax Credit\)](#) and have an annual income of no more than £16,190)
 - [Working Tax Credit](#) run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
 - [Universal Credit](#) your household income must be less than £7,400 a year (after tax and not including any benefits you get)
-
- they have been in local-authority care for 1 day or more in England or Wales
 - they have been adopted from care in England or Wales
 - they have left care under a special guardianship order or residence order in England or Wales

If you feel that your family meets this criteria, please apply by completing an application form from the school office or downloaded from the school website

24. EXTENDED ENTITLEMENT FOR 30 HOURS FREE CHILDCARE

The 30 hours extended free childcare entitlement commenced in September 2017.

This entitlement is available to eligible working parents of 3 and 4 year olds who are already accessing or will access the existing universal 15 hours entitlement.

It provides eligible working parents with a total of 30 hours of free childcare per week over 38 weeks.

The entitlement includes the existing 15 hours of free early education which is already available to all three and four year olds. The additional 15 hours of free childcare is to help families manage the cost of childcare, and support parents into work, or to work more hours should they wish to do so.

For more information on eligibility and applying for a 30 hour code please see:

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Please be aware that you must have a valid 30 hour code the term prior to your child starting nursery.

25. COMPLAINTS PROCEDURE

If a parent wishes to complain or is unhappy about something in nursery:

- 1) Speak to your child's Teacher.

If there is still a problem:

- 2) Speak to the Head Teacher Or Deputy Headteacher

If there is still a problem:

- 3) See the Parent Governor or Chair of Governors who will speak to the Headteacher or consult the Governing Body.

If there is still a problem:

- 4) Ring Walsall Children's Services at the Education Development Centre. 01922 652800

26. JUDE: Jude is our dog in school. Jude is a Malshi (Maltese/ Shih Tzu) he is 2-yearS-old. He joins Mrs Walsh (Headteacher) in school 3 days a week. He stays in Mrs Walsh's office; he sleeps a lot. Mrs Walsh has a stairgate on her room as Jude is removed when people come in her room if requested. He is very friendly and enjoys seeing the children working in the library area. Jude allows our children to think about caring for animals.



27. LEARNING MENTOR

Our Learning Mentor (Mrs Adams) is available support children's Emotional Well-Being in school. She is also available to support and advise parents and families. If you wish to have a meeting with Mrs Adams please contact the school office.

Our Learning Mentors key roles are: To support Safeguarding children, to improve attendance, to support pupils with emotional or behavioural needs.

28. Central and South Locality Family Hub

We have good links with Central & South locality hub, they offer a range of courses and services to support families. They are based in Birchills Street, Walsall WS2 8NG Contact them on 01922 646574 for further information. Or come to see Mrs Adams who can signpost you.

29. WEBSITE

Please refer to our school website www.palfreyinfant.co.uk for policies, procedures, newsletters and parents information.

30. HOMEWORK/ HOME SCHOOL LINKS

All children will receive homework. Most homework will consist of reading at home and learning spellings. This will be added to Purple Mash/ Google Classroom each week. Please ensure you log in. Usernames & Passwords are issued by the school, keep them in a safe place.

Please DO NOT SHARE your child's password.

Parents are encouraged to ensure that homework is completed and returned.

Individual Pupil Progress and Targets are discussed at Parents Consultation Meetings each Term

31. CONTACT DETAILS

If you have any further questions, please do not hesitate to ask

Telephone 01922 720713

Email support@palfreyinfant.co.uk

We are here to help, Mrs Walsh