

# PROSPECTUS



## WHITECROSS NURSERY SCHOOL

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**Our Mission Statement:-**

**'Your Child, Our Inspiration'**

**Our Vision Statement:-**

**'We are committed to provide a nurturing, stimulating environment which empowers each child to realise their potential.'**

## WELCOME

This prospectus is intended to give some basic information which will help you to understand more about life at Whitecross Nursery School, so that together we can ensure that you and your child's first experience of learning are both happy and worthwhile.

Whitecross was opened in 1977 and is a small, purpose built stand alone, Nursery School. All three and four year olds are eligible to access 15 hours (570 hours per year) of funded nursery education per week over 38 weeks of the year. However, from September 2017 the Government extended the free childcare offer for eligible three and four year olds from 15 hours to 30 hours per week (1140 hours per year) for 38 weeks of the year. To qualify for the additional hours of free childcare, each parent (or the sole parent in a single family) will need to earn, on average a weekly minimum equivalent to 16 hours per week at national minimum wage, on less than £100,000 per year. If you do not meet the eligibility criteria for the additional 15 hours of free childcare, you may pay for extra sessions over and above the initial 15 hours of free childcare. Please contact our school for further information.

We follow the same term time and holiday pattern as other Derby City Schools and are closed for holidays, half term holidays and staff training days.

The school is funded by Derby City Council and has a Governing Body that is responsible for its management.

Our staff are all trained professionals who work very closely as a team in a school which is very well resourced, both indoors and outdoors.

Our children are from a wide range of backgrounds and include those who at some time or another have special educational needs as well as those who are able, gifted or talented. We respect and value this diversity and incorporate many aspects into our school life. We believe that all children should grow up together, learning to enjoy and respect other people's differences.

For many years the school has been recognised for the support it gives to children with Special Educational Needs and Disabilities and we receive extra funding for additional staff that facilitate early intervention and support maximum learning. The building is easily accessible and has a base (the Star Room) with elements of a sensory room.

I feel it a privilege to be Headteacher of such a warm, friendly school with a family atmosphere.

You are always welcome to call in and see what we do. The best way to see the nursery is by visiting us and spending some time seeing the children at work and play.

**Janet Mitchell**  
**Headteacher**

## ***This is an outstanding school.***

*Children are excited and enthusiastic learners. The high level of care and concern shown by staff nurtures children's love of learning. Their high expectations and well-established routines support children's outstanding behaviour. Children feel very safe and secure. (Ofsted 2015)*



## ***The School Governors***

The Governing Body is made up of people from a range of backgrounds who give their time voluntarily to help the school. They are responsible, together with the Local Authority, for ensuring the efficient management of the school which includes finance, staffing, curriculum and making decisions about the future direction of the school. Meetings of the full Governing Body take place once each half term.

Parent Governors are often in school if you wish to speak with them, and there is also a Governor 'pigeon hole' if you wish to leave a note for them. When a vacancy for a Parent Governor arises you will be notified. For names of Governors please see the separate sheet included in this pack or the noticeboard in the entrance hall.

## *What do we value at Whitecross Nursery School?*

- the happiness of children, families and staff
- caring staff who respect and know the children very well
- the development of self-confidence, self-motivation and independence
- co-operation, collaboration and teamwork
- exciting but safe and secure spaces indoor and outdoor, where children can explore, discover and experiment



- the natural environment, the local community and the wider world
  - a stimulating and challenging, play based curriculum, suited to children's needs, enabling them to reach their full potential across all areas of learning
  - praise and celebration of the achievements of every child
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- raising aspirations and a commitment to lifelong learning
  - working in partnership with others to meet the needs of all the children and their families

## *Admissions and Settling In*

Whitecross Nursery School does not have a catchment area as such, in fact a good number of our children travel in from villages further afield. However our largest number of children are from the Allestree/Kedleston Road area. Children's names may be placed on the waiting list as early as possible. Places are allocated upon need, chronological age and according to when their name was placed on the waiting list.

All children are three years old when they start nursery. Generally, most children start in September and leave in July. The Head teacher contacts families in February about available places for the following September. Occasionally, there may be unfilled sessions in September and where this is the case, places will be offered to Autumn born children in January.



Families who need longer hours than those offered by the nursery school can extend them through our partnership with 'Allestree Schools Out', local Childminders and other Early Years settings.

It is very important for new children and their parents to have time and support while they settle into the nursery surroundings and routine. We therefore organise a gradual introductory programme of visits. We ask that a parent/carer stays with the child for the first two sessions so that you can explore the nursery environment together and so that we can get to know each other. After that, parents are encouraged to leave their children, but staff recognise that children are at different developmental stages and we will all work together to ensure that your child feels as happy and secure as possible before you leave.

## *Attendance and Punctuality*

Each child's place at Whitecross is valuable. Please ensure that your child is brought and collected on time. Where possible, we appreciate it if you can arrange any appointments, holidays and events during the school holidays, as this helps to establish good habits for when your child starts school. Poor attendance and punctuality has been shown in research to damage achievement. However, if this cannot be avoided please let us know the reason why, as it can then be classed as an authorised absence.

## *How Children Learn*

Children learn most effectively through play - **this is their work**. They learn best when they are interested, motivated and involved. They need time to investigate and discover the world around them as they touch, manipulate, look, listen, smell and explore materials in the environment. They need to find out about how things work. Such play develops language, problem solving, reasoning and numeracy, knowledge and understanding of the world, creativity, intellectual growth, physical skills and social development. It also provides the opportunities to learn to share, to be independent and to co-operate with others, express feelings and most of all to have fun! A happy child is a child who will learn.



However, in order for such play to happen, careful planning must take place. The environment is planned to create an interesting and stimulating atmosphere, which is safe, offers physical challenges, places in which to relax and displays that are interactive or celebrate children's learning. The nursery day and range of activities are planned so that we can build upon the particular experiences, understanding and interests of individual and groups of children. Our workshop based provision allows our staff to observe the children's play and interact appropriately, in order to extend the child's learning, ensuring development and progression.



## *Early Years Foundation Stage Framework (EYFS)*

Early Years settings must by law deliver learning and development requirements according to the EYFS Framework. The Framework applies to children from birth to five (end of Reception Year in school). It emphasises that children develop at their own rates, and in their own ways. There are seven areas of learning and development. All areas are important and interconnected.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. These three areas, the **prime** areas are:

- Communication and language
- Physical development
- Personal, social and emotional development



Settings must also support children in four **specific** areas, through which the **prime** areas are strengthened and applied. The **specific** areas are:



- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

The seven areas help staff to plan a learning environment, activities and experiences and provide a framework for the early years curriculum. This does not mean that all of young children's learning is divided up into areas. One experience may provide a child with opportunities to develop a number of competencies, skills and concepts across several areas of learning. For example, your child may be playing in the sand tray and developing language, problem solving, physical, personal and social, knowledge and understanding competencies through this one activity.

During your child's time in nursery they will progress through the EYFS curriculum moving towards the early learning goals. By the end of the EYFS, some children will have exceeded the goals, other children depending on their individual needs, will be working towards some or all of the goals.

We must also reflect on the different ways that children learn, keeping in mind the three characteristics of effective learning.

- playing and exploring
- active learning
- creative and critical thinking



## *The 'Learning Journey'*

The staff work closely with the children as individuals and in small groups. Teaching takes place as staff join in with the children's activities, encouraging each child to talk fluently about what he/she is doing and by supporting them to extend their thinking by asking appropriate questions and encouraging the child to complete the task. Teaching will also occur during focussed activities which are aimed at particular concepts, skills, knowledge and understanding, through special daily activities and group work.



During these activities, staff carry out observations of each child's achievement, interests and learning processes which allow us to plan for the future and to develop individual 'Learning Journeys' for each child. This is an on-going, learning document



kept by your child's key person during their time at nursery, containing written observations of learning, photographs of events, activities and achievements and samples of their work. We encourage you to add contributions from home on your child's progress, interests and home life. During the nursery year, parents are invited into nursery to share the Learning Journey with their child and key person and to discuss their child's progress. However, staff are happy to talk to you at any time about how things are going, so please ask!

In the summer term, prior to the children leaving, a summary is written which includes details of your child's personality whilst at nursery, the activities he/she has enjoyed and their achievements. A copy of this will be forwarded to your child's school and a further copy will go into the back of the Learning Journey, which becomes yours to keep and serves as a detailed record of their learning at nursery.

## *Inclusion, Special Educational Needs and Disabilities*

All children are welcome to apply for a place at Whitecross Nursery School, including children with Special Educational Needs & Disabilities (SEND). We work closely with the Local Authority and external professionals to offer places to children who will make maximum use of the learning opportunities available and in particular children who have complex and more general special needs. Thus children with Education Health Care Plans (EHCP's) and children identified by external professionals as being likely to benefit from a nursery school place, are given priority places whilst we maintain a balanced intake to ensure equality of opportunity.

We can help you gain advice about your child's development and learning from a range of external health and educational professionals including Speech and Language therapists, Physiotherapists, Educational Psychologists, Occupational Therapists etc.

The Head teacher is the Special Educational Needs & Disabilities Co-ordinator (SENDCO) for the school and with you, will arrange for your child's particular needs to be supported.

For further details please see our separate leaflet "Special Educational Needs and Disabilities, Information for Parents and Carers"

Just as we aim to identify children with SEND as early as possible, our assessments will identify the level at which each child is working, across all areas of learning. Our staff work very hard to ensure that our activities stimulate the minds and offer challenge to all children including the '**more able**' thus enabling them to fulfil their potential.

For those children who speak **English as an Additional Language** (EAL), they will be given support to meet their unique needs. Your key person or headteacher will explain more when required.



## *The Nursery Day*

The pattern of sessions which children can access at Whitecross is very flexible, whether it be mornings, afternoons, full days or a mixture of both.

The way that children access the activities varies considerably. Some may try many activities and appear not to get involved, whilst others may have a particular interest which lasts over a period of time. All children are unique and we encourage them to make choices about where they want to learn, with whom and with what they wish to be involved. Staff work with individuals, small and large groups, becoming involved in, developing and extending play. Children learn wherever and in whatever their style of learning. They gather knowledge, and understanding, solve problems, take risks, make comparisons, learn skills and attitudes and find situations where they can practise and learn together to develop this growing competence.

A snack is available during each session. Children are free to sit down and help themselves to it at a time when they choose and with whom they choose, thus developing independence and choice making. However, staff will remind the children to have their snack at various times during the session.



Before lunch, the tables are covered with cloths, cutlery set out and a name card is put in each child's place by our midday staff. Part of learning development is in encouraging the children to take responsibility for their environment. Thus we involve them in tidying up and in sorting equipment throughout each session. Most of our resources are labelled with pictures and/or names so children are learning the important skills of matching and discrimination during this activity.

## *Organisation of the Nursery Session*

<b>Breakfast Club</b>	<b>7.30am</b>	<b>-</b>	<b>9.00am</b>
<b>Morning Session</b>	<b>9.00am</b>	<b>-</b>	<b>12.00pm</b>
<b>Afternoon Session</b>	<b>1.00pm</b>	<b>-</b>	<b>4.00pm</b>
<b>Full Day</b>	<b>9.00am</b>	<b>-</b>	<b>3.00pm</b>
<b>Full Day</b>	<b>9.00am</b>	<b>-</b>	<b>4.00pm</b>



Young children benefit and learn from daily routines, which parents and carers can encourage and support. It takes time for children to become familiar with routines and like all individuals, children will learn some aspects quickly and take longer over others. This is normal development. However if you are concerned, please talk to us.

- **Arrival** - children are encouraged to say hello or give a greeting to the adult who is taking the informal **register** at the main door. They then hang up their coat on their peg (each child has their own picture above their peg). This helps build confidence, encourages independence, develops control, co-ordination and visual discrimination.



- **Children access activities indoor and outdoor and snack time** - children are encouraged to initiate ideas, make own choices, be independent and establish relationships with other children and adults as part of a group or independently.

- **Children access adult led small group-time** - self registration takes place at the beginning of small group time, followed by a variety of activities which may include; listening, discussing, numeracy, music making or singing. The children are motivated and interested in learning, concentrate and are confident to learn as part of a small group.



- **Tidy up time** - children are able to persevere, care for property and treat it with respect. The children recognise that words and pictures (labels) have meaning, can use mathematical language to sort and match objects and describe their position.



- **Story/large group time** – a time for stories, squiggle, music, singing, rhymes, movement or ring games. The children are able to listen, respond, participate, learn as part of a larger group and behave appropriately.
- **Going home time/lunch time** – children listen and wait for their name before going to parent/carer or Midday Supervisor. If going for lunch the children follow hygiene routines and look for their name card to find their place setting.

## *Partnership with Parents*

We strongly believe that this, the child's first experience of school, should be a happy and positive one and recognise that children learn best when there is continuity from home to school and close links between the two.



In the Summer or Autumn term prior to your child starting nursery in September or January respectively, we hold a parents' evening. This gives all parents the chance to see the type of activities their child will be accessing during their time at nursery. The staff will also explain why these activities are made available and the kind of experiences we expect children to get from them.

We like you to be involved right from the start:

- On the first couple of occasions (**induction visits**), you may stay with your child to help them settle and experience a session at nursery, meeting staff and other parents.
- Remember that all children are unique and therefore the **settling in** period will vary, with some children coming to nursery as though they had been there all their lives and others taking longer to settle. This is not a reflection of background or upbringing but of the child's personality. Therefore do not worry if your child takes what seems to be a long time to become comfortable with this new situation. This is a major step for most children, be patient, persevere and try not to let your concern show.
- You will have the opportunity to **speak** to staff on a **daily** basis to share any achievements or concerns.

- A **newsletter** is sent out each half term to keep you up to date with forthcoming events, activities and special occasions.
- Once your child is settled, if you have any time to **help with activities** in the nursery or any **particular skills** to share, please let us know.
- If your child tells you about a particular activity they have been interested in at nursery, please let us know, it's always good to have **feedback** and helps us to plan for the future.
- There will be times during the year when you can share your child's Learning Journey with them and discuss their **progress** with their keyworker.



- During the year we will invite you or other family members to **various events** for example 'Grandparents' Day', 'Family Day' to look at our chicks and a short presentation by the children at Christmas and in the Summer term.

Please let us know how you would like to be involved, or how we can help you, and together we can help your child. We are very grateful to all parents who are able to support us in their various ways.

## *Health, Safety and Security*



When children are playing together in a challenging learning environment it is inevitable that accidents will happen. We have several **qualified paediatric First Aiders** and all staff are very aware of the need to be vigilant in all aspects of Health and Safety. As a 'healthy school' we also encourage our children to be aware of the many aspects of safety and hygiene too, e.g. road safety, healthy eating, personal safety and the safety of others.

If your child has a **serious health issue** e.g. asthma or diabetes, we will seek specialist training from professionals to ensure the very best care for your child.

It is important that we have all your child's up to date details documented on entry so that if they are unfortunate in being unwell or hurt we can contact you so that you can arrange for them to be collected. If this is not possible, then the Head teacher, standing in *loco parentis*, will take such action as is deemed necessary, but please be assured that your child will receive every care and attention. If a health matter causes us concern, we will ring 999.

We keep a **record of all accidents** and report each one to whoever collects the child on that day, asking them to sign when they have received the message.

We do request that children who are unwell are kept at home until they are fully fit. In addition to the obvious types of illness where you would keep your child at home e.g. chickenpox, we ask you to be vigilant with cases of conjunctivitis, impetigo and cold sores as these can spread very quickly through a group of children. If children do arrive with these symptoms or develop them during the session, we will ask you to take them home again or come to collect them. A clear **48hrs should**

**be left after vomiting or diarrhoea** before bringing them back to nursery, so that other children or staff do not become infected.

Where the usual coughs and colds are concerned, please keep your child at home if he/she is really unwell, not eating or very distressed with coughing etc. If your child has been away through

illness and is well enough to return but requires a dose of **prescribed medication** during the nursery session, we will gladly administer this but would ask you to complete our form giving instructions and permission. (A copy of our 'Supporting Children at School with Medical Conditions' Policy is available on request).



If you have detected **head lice** please let us know so that we can warn all families to be vigilant - it is the only way we can prevent a serious outbreak. Please remember to treat all members of the family before your child returns to nursery. As you would expect, all information will be dealt with in confidence.

We always appreciate a phone call or message to explain absence.

**Risk assessments** are carried out for activities and new ones addressed as new activities are introduced.

Each term we undertake a **fire drill** which is discussed with the children.

**Health and Safety inspections** both internally and externally also take place on a termly basis.

## **Behaviour and Discipline**

In the nursery we do not have many problems with unacceptable behaviour because the children are given firm, consistent and clear guidance and are always kept busy with an interesting and enjoyable curriculum.

We encourage children to socialise, share, take turns, be courteous and considerate to others, to be well-mannered and polite.

Children are praised rather than criticised, so as to get a positive response from them and thus build up their self-confidence and esteem.

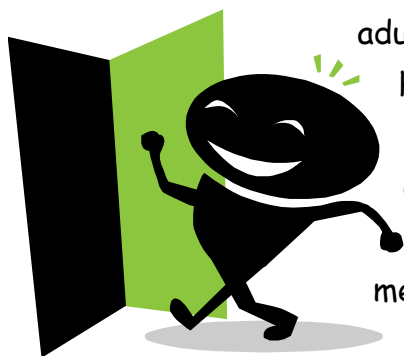
If a child displays any behaviour that causes us concern, we discuss this with their parents and ask for their support in dealing with the matter.

## **Security**

Children should be brought to nursery and collected by a responsible adult i.e. a person over 16 years of age. On occasions when someone other than the usual person will be collecting your child from nursery, you will be asked for a password that is only known to yourself, the person collecting your child and the nursery staff. If for any reason certain persons must not collect your child from nursery please let us know, it will of course be dealt with in confidence.

The children should be brought right into the nursery, to be greeted by a member of staff who takes an informal register and to assist children in hanging their belongings on their peg. We appreciate your punctuality.

The door to the main entrance will be locked at all times except for 5mins (approx.), before and after drop off and collection times i.e. 9am, 12noon, 1pm, 3pm and 4pm. However, even at these times, the door will only open if the child safety catch (at adult height) is twisted at the same time as using the door handle. Please make sure that whenever you come into or leave the nursery, the door is closed after you so that you do not let out someone else's child. The second internal door will also be opened at these times and be manned by a member of staff to ensure that all children leave with an adult. Again, at all other times this door will be closed and can only be opened from the outside by use of a keypad, the code known by staff only.





Visitors are always welcome, but where possible will usually have made an appointment before coming. For any visitors or parents who arrive at nursery outside of the above times, both doors will be locked. However at the main entrance there is an intercom system and on pressing the button, a buzzer will sound in both the office and main nursery. This will be answered by a member of staff who will advise you when the door has been released so that you can enter using the handle and thumb twist. In both areas a CCTV allows us to monitor visitors. When a visitor has entered the entrance area, if necessary, they will be asked to sign in by the Office staff or if they then require access to the nursery there is a bell on the internal door.

In order to exit the nursery at times other than at the beginning or end of sessions, it is necessary to press the green exit button once (positioned to the left of the main entrance door) and then open the door using the thumb twist and handle as usual.

The nursery garden is fully enclosed with all gates locked.

With the safety of your children in mind and wishing to keep on good terms with our neighbours, we ask that you ensure children do not climb on the mini-pods and walls surrounding the local gardens.

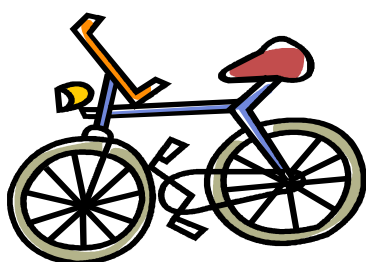
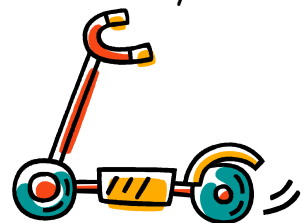
## Travel Plan

Today, as a 'healthy school', we strive to improve the following:



- Awareness of the environment and the impact of congestion.
- Developing children's road safety skills.
- Encouraging families to develop healthier attitudes and practices, to have a positive start to the day by walking and talking, giving children the opportunity to become aware of their local surroundings.

To this end, we have a **Park and Stride** facility - The Landlord of the 'Jonty Farmer' Public House on Kedleston Road is happy for Whitecross parents to use their car park during drop off and collection times (please note that it is only during these periods). This facility is very useful in that it relieves congestion in the narrow streets surrounding the nursery. It will also give you



and your child the opportunity to walk at least some of the way to and from nursery, or perhaps your child could scoot or cycle this distance and then secure their scooter/bicycle to one of our mini-pods. If you would like to use this facility, please collect a 'Whitecross Park and Stride' card

from nursery and place this on your dashboard, the Landlord can then determine who cars belong to, should she need to.

If, for whatever reason, you are unable to use the above facility, please exercise great care and consideration for our neighbours and fellow nursery users when parking in the streets close to the nursery.

## *Child Protection and Safeguarding*

All staff including our volunteers and supply staff undergo regular DBS checks and we ensure that they are aware of the procedures as stated in our 'Safeguarding' Policy. Parents and carers are welcome to read this on request. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about children are discussed with parents/carers first, unless such a discussion would place the child at risk of significant harm. Our Designated Senior Person for Safeguarding is the Head teacher and in her absence, the Senior Nursery teacher. We also have a Safeguarding Governor.

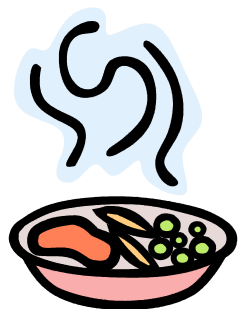
## *Healthy School and Healthy Eating*

A snack is available during each session. The children can choose to drink either milk, water or squash and to eat a piece of fruit and/or a breadstick, piece of malt loaf, melba toast, crackers with cheese, foods from other cultures (to name a few examples, of which one is on offer daily).



There will be a member of staff in the snack area to encourage hygiene, sharing, good manners and aspects of learning linked to food.

Our school meals are cooked by 'Chartwells' in a local school kitchen and delivered to us in insulated containers. 'Chartwells' pride themselves on using good quality, locally sourced, fresh produce and the meals are nutritionally balanced and suited to young children's dietary needs, likes and habits. No one is made to eat but will be given small tastes of food and encouraged to try them. Meals are seen as social occasions when the children sit with a member of staff and thus learn sound eating habits, conversational skills and good manners.



A copy of the menu is provided in the entrance hall to enable you to discuss the meals on a daily basis with your child.

We take great care to ensure that children with medical needs and allergies are adequately cared for. Parents and carers are asked to inform staff of any child's individual dietary needs on induction and produce a doctor's letter for any medical dietary needs. 'Chartwells' will then cook meals to meet the specific requirements.

If you think your child may be eligible for a free school meal, please ask for a form from the school office.

Children also grow and cook a variety of foods, e.g. potatoes, tomatoes, beans which they are also encouraged to try through learning activities e.g. making soup.

During certain festivals and events, children will be offered opportunities to try foods from other cultures.

## *Every Little Helps*

You can help us by supporting our fundraising events. The money we raise subsidises our limited budget and allows us to purchase additional resources such as dough and baking ingredients, which we use on a regular basis. It also helps to fund the cost of visitors, parties, and presents for the children at Christmas time.

We also think it is important for children to think of others and so there will be times during the year when we support other charities.

We raise money through a variety of ways:

- Spring Fayre - our main fundraising event which is held annually at St Alkmund's Church Hall
- A Christmas Raffle
- Christmas card sales - this also supports Westnell Nursery in Peru
- Children in Need day



We can also make very good use of: small boxes, lids, tubes, ribbons, buttons, wool and material, old clocks, radios and telephones. If you are having a turn-out at home, we

are always grateful for hats, handbags, wedding or party clothes etc. Please watch the notice board for specific requests.

### *Helping your child to feel at ease*

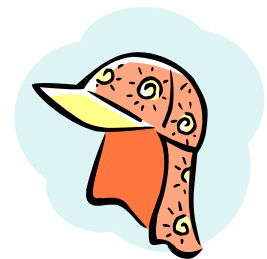
- At the start and end of each session, each child must be accompanied into the nursery by an adult. Please phone us if you are going to be very late at the start of a session and likewise, if you or the person collecting your child at the end of a session is going to be late, please let us know. When you leave your child, make sure they realise you are going to avoid an unpleasant surprise later.
- Your child's coat peg is identified by a picture which will become very special to you both.
- Each child has a named pigeon hole above his/her coat peg. They are allocated in alphabetical order by each child's first name. Anything which you find in this pigeon hole is to take home! Your child's creative work will be saved over-night to dry and then sorted into pigeon holes the next morning unless we are saving work for displays or Learning Journeys, in which case it will come home at a later date. Please also look out for letters and further information from nursery, which can be easily missed when collected in the middle of your child's pictures. Please feel free to use these pigeon holes yourselves - for party invitations etc.
- Please try to encourage your child to be self-sufficient in looking after him/herself e.g. fastening coats, washing hands.
- Part of the learning experience of nursery is to use all the equipment and materials available both indoors and outdoors and whilst we have protective aprons for painting, glue, baking and water play, children will inevitably get splashes of paint, dirt or water on their clothes. It is better to send your children in older, unrestrictive clothes with elasticated waists etc., as dungarees, belts, braces etc., are difficult for little fingers. We keep a good supply of spare clothing if we need to change your child's clothes for any reason and will ask you to return them a few days later.
- We often have several identical coats, hats, pairs of shoes etc. Young children are not always sure which ones are theirs and often become upset or worried when items are lost or mixed up so it is a great help if you write your child's name in their clothing.





- We aim to go outside for some time each day in almost all weathers! Please ensure that your child has suitable clothing at nursery to put on at this time. A warm, waterproof coat is essential too.
- If wellies are worn to travel to and from nursery in snow or very wet conditions, please bring either slippers or shoes to be worn indoors.

- Whilst we will always encourage children to be self-sufficient, your child does not have to be toilet trained before starting nursery. We have small toilets and sinks so that children feel more comfortable. However, to assist in the development of these skills, we will liaise closely with you, giving regular reminders, praise and support, gradually working towards independence.
- Parents whose child requires a nappy changing at nursery will be asked for specific details on entry. They will also be asked to provide spare nappies, wet wipes and a change of clothes in a bag on their child's peg. A copy of our 'Intimate Care Policy' is available on request.
- In the Summer months we ask that you bring your child to nursery with the appropriate sun protection. This includes a sun hat, short sleeved clothing, practical footwear (flip-flops and vest tops are deemed inappropriate) and sun cream applied at home (at least SPF 15 is advised by Cancer Research). For those children having full days please bring a named bottle of sun cream and place in your child's pigeon hole, for midday staff to apply.
- We understand that children like to bring in something special from home from time to time, but please realise that these can be lost, damaged or claimed by other children who may have similar toys at home. However, if you feel your child needs a comfort toy/object for security during their first few weeks, please bring one, but no dummies or bottles please. A '**Lost Property**' box is kept in the entrance hall for those items which do go astray.
- To help keep you informed of forthcoming nursery and community events, information will be posted on the **notice boards** in the entrance hall. Please ask a member of staff if you would like a notice displaying on our board - there is no charge. A selection of booklets giving information about local schools and pre-school settings are available. You will also find two photo boards - one of the School Governors and one of the School Staff to enable you to put faces to names.





- We celebrate each child's birthday at nursery, either on the day, or during the session which is closest to his/her birthday. To mark the occasion, some children bring small biscuits, cakes or wrapped sweets to share at snack time. If you would like to do this (and please do not feel that you have to), bear in mind that there will be a maximum of 40 children in the session.

- We organise a party day at the end of the Autumn and Summer terms. On party day we invite each child to either a morning or afternoon party. There is no full time session and no school dinner on party day. All children are invited, whether or not they come to nursery on that day of the week. We ask parents to contribute party food - lists will appear nearer the time.



- We ask that all visitors silence their mobile phones when in the nursery, as their ring tone can be very intrusive to children's learning. A copy of our 'Photography and Mobile Phone Policy' is available on request.
- If you are going on holiday during school term time, please fill in a holiday form before you go - ask a member of staff for a form. If your child is absent from nursery for any other reason, please let us know the reason so that we can keep our attendance register up to date. In addition there will be a number of INSET (Staff Training) days during the year - details are sent out nearer the time.



# *What Else Happens at Nursery?*

## **Visits and Visitors**

Going out into the world is a fantastic learning opportunity for our children. From



time to time, we take small groups of children out of nursery during the session. We may visit; local shops to buy baking ingredients, local primary schools, the park which borders our nursery on a 'Spring Walk', local streets to observe houses or transport. Visits will always be appropriately supervised and your child will only be allowed to go on such visits after you have signed our consent form.

We also have a wide range of visitors during the year, from whom the children and we can learn. Some come to share their skills and talents with us e.g. Police Officers, Nurses, Doctors, musicians, dancers and theatre groups. Others come to learn about our school e.g. school governors, students, pupils from local secondary schools and staff from other schools.



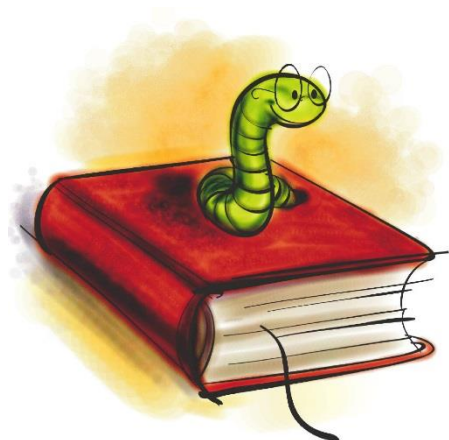
## **Links with Peru**

We are very fortunate to have links with Westnell Nursery School in Lima, Peru. We start the year by introducing our children to Paddington Bear (who came from Peru).



Paddington loves to go on visits/holidays with the children and their families, who draw pictures or take photographs and write a little about his visit to share with the other children. One of our Governors, an ex-parent who lived and worked in Peru for over 20 years, supports us with this link by sharing some of her many Peruvian artefacts with the children e.g. musical instruments, Christmas decorations and hats. By

looking at and talking about these items, children learn a little about people who live in a different country. We also exchange some children's work and activities with Westnell Nursery School.



### Library

The aim of our lending library is to encourage children to enjoy books. The library takes place on one morning and one afternoon each week. Your child will be invited to join after their first half term in nursery and will be encouraged to choose a book during the session. Each child who is a member of the library will have a named book bag in which to take home their book and return it the following week.

### Photographs

We take photographs of children accessing nursery activities, a selection of which will be used for each child's 'Learning Journey', some may be put in an album in the book corner for the children to look at, some used for displays and some used on our website, occasionally nursery photographs may be featured in the 'Derby Evening Telegraph' or used for other Derby City events, You will be asked to sign the consent form, stating whether or not you are in agreement to us taking photographs and using them in this way or not.





## *Complaints Procedure*

We hope that your child is happy at Whitecross. However, over a period of time, the occasional problem may arise. Should you have any concerns or wish to make a complaint on any aspect of nursery education, this should be raised in the first instance with the Head teacher or Chair of Governors. If a satisfactory conclusion is still not reached, a complaint can be made to:

OFSTED Early Years,  
Building C,  
Cumberland Place,  
Park Row,  
Nottingham NG1 6HJ  
Telephone: 0845 601772

## *Moving on to Infant or Primary School*

Your child is eligible to start Infant/Primary School the September before their fifth birthday. To help you make a decision on the best school for your child we recommend that you contact the school so that a visit can be arranged giving you the opportunity to look around and ask any questions. The application form and information will be given to you at nursery during the Autumn term prior to your child starting school. Once complete, you will send this to Derby City Council, stating three schools in order of preference. Places will be confirmed in the Spring.

Children transfer from Whitecross to a number of different schools. In order to help our children settle into their new Foundation Two classes in September, where possible, our nursery staff join the children for their first day in their new settings.

