



**Aspire, Believe, Achieve... Together**

# Welcome to Whitehouse Primary School Nursery



Email: [nursery@whitehouseprimary.co.uk](mailto:nursery@whitehouseprimary.co.uk)

Website: [www.whitehouseprimary.co.uk](http://www.whitehouseprimary.co.uk)

## **About Whitehouse Nursery**

Our Whitehouse Nursery is an integral part of our school. On joining us, from the term after their third birthday, your child will immediately feel part of our school community.

Our Nursery team is really excited for your child to be starting their learning journey with us!

In Butterfly Class, we love to learn through explorative, imaginative, creative, and sensory play experiences.

Children have the opportunity to learn in our engaging nursery environment where they can play inside or outside, whilst taking part in a mixture of adult led and child initiated activities throughout each day.

We have key group times where children are encouraged to communicate their ideas, ask or answer questions and will take part in activities based around a key idea or new concept.

These sessions will introduce and develop skills within the areas of the EYFS curriculum. Through regular and ongoing observations of the children, staff plan activities and enrich the environment to cater to individual children's needs. We recognise that every child is unique and learns at their own pace.

Please speak to Lisa Morris (Nursery Lead) or your child's key person if you have any questions or concerns. If you would like to contact us directly, you can email Lisa Morris on [nursery@whitehouseprimary.co.uk](mailto:nursery@whitehouseprimary.co.uk)

Early Years Education is at the very heart of our growing school. We are passionate and dedicated to providing your children with the very best start to their education journey. Our Early Years is made up of three Foundation classes and one Nursery class. We are pleased to offer Nursery class places for 3 and 4 year olds with sessions running during every morning and afternoon. We are committed to providing an exceptional quality early years' education delivered by experienced and highly qualified staff. Working closely with parents and carers, our aim is to provide the very best platform to enable children to fulfil their potential in a secure and caring environment, immersed in the core values, ethos and aims of Whitehouse Primary School.

### **Aims and Ethos**

As Whitehouse Nursery is part of Whitehouse Primary School, we share the same ethos and aims as the main school.

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At Whitehouse Primary School, high expectations of learning, behaviour and respect for each other underpin everything we do. Our teachers strive to create independent, articulate thinkers and learners who have the confidence to achieve their ambitions. This drives us in our pursuit for excellence every day.

## Our Vision

*"Our vision is to create a school where everyone is welcomed, efforts are valued, ambition is nurtured and where the potential of every child is realised. We aim to create a school that offers an irresistible invitation to learning."*

*"We wish for every child to become a successful, resilient life-long learner; a responsible, active member of our community, who can achieve and grow in a nurturing and creative environment. We want them to aspire to high standards of achievement in all areas of their life and be equipped with the skills to make a positive impact in our ever changing world."*

## We aim to create an ethos where:

- A welcoming atmosphere is created in school, where children, staff, parents and visitors feel valued.
- Our children are happy, feel safe and supported and enjoy coming to school.
- Our children demonstrate good manners and show consideration to and for others.
- Our children are keen, enthusiastic and totally engaged in their learning.
- There is a growth mind-set. We stay positive, we value learning from mistakes and we keep going when things become tough.
- Our children are reflective and thoughtful about their experiences.
- Our children are motivated and have the confidence to challenge themselves as learners.
- Our school environment supports children's learning and values their achievements.
- Teaching is creative, exciting and stimulates and extends children's thinking.
- Our children have a genuine pride in themselves, their efforts and achievements. Talents and creativity are nurtured and encouraged.
- Our staff are committed professionals who demonstrate a love of teaching, a passion for their own, as well as children's learning and development and genuine care for the children they teach.
- We have high expectations for all within our community to ensure that we demonstrate the very best standards of conduct, moral purpose and integrity.

## At Whitehouse Primary:

- We aspire to ignite a passion for life-long learning.
- We are committed in our pursuit for excellence.
- We are committed to give our children the best possible future life chances, without limits on learning, attainment and achievement. We have a genuine belief that, given the opportunities, every child can succeed.
- We aspire to develop great thinkers, who are independent, resilient and embrace challenges and new experiences.
- We encourage co-operation and collaboration: everyone taking responsibility for all that they say and do.
- We provide exciting but safe and secure spaces, indoors and outdoors where children can explore, discover and experiment.
- We value everyone as an individual and encourage respect for others and their opinions.
- We aim to develop a strong community spirit in our children that helps them to become positive, active, responsible citizens in the future.
- We celebrate and respect the diverse community in which we live and appreciate our responsibilities as global citizens.



We also believe that children need to get involved in their learning in a way that can sometimes be messy. It will help us if you allow your child to come to Nursery in clothes that will not suffer from being worn by active and engaged learners. We ask you to name as many items of clothing as possible especially coats, hats and gloves and to provide wellington boots for wet play.

This is a no smoking environment. Please do not smoke on the school premises.

May we also request that you turn your mobile phone off before entering Nursery. Staff would like to talk to parents at the beginning and end of sessions about their child. In order to do this, we ask that parents are not using their phones at these times.

We would like to encourage parents to share concerns or information in confidence, with their child's key worker. A time can be allocated for this.

## **Nursery Staff**

The Nursery team are fully qualified in Early Years education and care and have enhanced DBS certificates.

Lisa Morris	Nursery Lead
Johanne Smith	Blue group key worker
Diane Wilson	Yellow group key worker
Carol Fowler	Red group key worker
Zuzana Scott	Purple group key worker
Jane Shiells	Nursery practitioner

## Whitehouse Nursery Learning and Assessment

### Purpose and Aims of the EYFS

The Statutory Framework for Early Years Foundation Stage states:

*‘Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child’s experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.*

*The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children’s ‘school readiness’ and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.’*

**At Whitehouse Nursery, we follow the EYFS Framework.** We use the document for essential advice and guidance to evaluate the practice and quality in our setting to ensure every child makes age appropriate progress. We will work with you to carefully document the progress of your child through their home and Nursery experiences. The EYFS Framework would also be used in your child’s Foundation year at Whitehouse Primary School and this personalised learning journey then forms part of the smooth transition to Year One.

### **Overarching Principles**

The EYFS principles guide the work of all practitioners and are grouped into four distinct but complementary themes;

These are:

- every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured;
- children learn to be strong and independent through **positive relationships**;
- children learn and develop well in **enabling environments**;
- children **develop and learn in different ways and at different rates**.

In planning and guiding children’s activities, we reflect on the different ways the children learn and we ensure that our practice reflects the three **characteristics of effective learning**:

- **playing and exploring** – children investigate and experience things and ‘have a go’
- **active learning** – children concentrate and keep on trying if they encounter difficulties and they enjoy achievements
- **creating and thinking critically** – children have and develop their own ideas, make links between ideas and develop strategies for doing things.

## The Early Learning Goals and Educational Programme

The EYFS promotes effective practice through each of the seven areas of learning to support children through various stages of maturity and development. All areas of learning and development are important and inter-connected. 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 prime areas are:**

**Communication and Language Development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

**Physical Development** involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.

**Personal, Social and Emotional Development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.

**The four specific areas are:**

**Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces, and measures.

**Understanding the World** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive Arts and Design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.



# Opening Hours

## Sessions for 2023-2024

### Morning Sessions

8.30am – 11.30am

### Lunchtime Sessions

11.30am – 12.15pm

### Afternoon Sessions

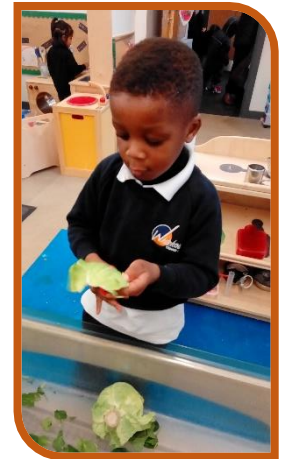
12.15pm – 3.15pm

### Full day Session (30 hours funded places)

8.30am – 2.30pm

### Optional later session for full day children

2.30-3.15pm



## Session Costs

### Non funded Sessions

£8 per hour

£6 per 45minutes

Additional paid session times that can be tagged on to morning or afternoon sessions are as followed:

2.30-3.15 - £6

11.30-12.15pm (lunch) - £6

**Please contact our Nursery administrator for any questions about funded or paid sessions:**

### Early Years Pupil Premium

The Early Years Pupil Premium is additional funding given to Nurseries to improve the quality of education provided for 3 and 4 year olds who are considered as disadvantaged.

At Whitehouse Nursery, we will be guided by Whitehouse Primary School to ensure the funds are used in the most beneficial way.

### What are the qualifying benefits to apply for Early Years Pupil Premium funding?

#### **The qualifying benefits to receive Early Years Pupil Premium are:**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999 the Guarantee element of State Pension Credit



- Child Tax Credit (provided you are not also entitled to Working Tax Credit, and your annual gross income does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (during the initial roll-out of this benefit)
- They are currently being looked after by a local authority in England or Wales
- They have left care in England or Wales through an adoption, a special guardianship order or a child arrangement order.

If you are getting a qualifying benefit, please do tell us as we will receive extra funding from the Government to support your child's education. If you have any questions, please do not hesitate to contact us.

## Admissions

Parents who wish for their child to come to our setting, can put their child's name onto a waiting list any time after the baby's birth. The application forms can be collected and returned to the school's office. An Admission's Policy is available for parents.

Your application will be considered in line with our admission criteria for the year of entry.

**\*\*Please note, although Whitehouse Nursery is part of Whitehouse Primary School, attendance at the Nursery does not guarantee future admission to the Reception Year at Whitehouse Primary School. To gain admission to the main school, parents/carers must apply to the Local Authority through the Milton Keynes Starting School Admissions Process.**

## Policies

Whitehouse Primary School has a full range of policies which parents can access on our website. Copies are also available on request, just ask a staff member.

## Children with Special Educational Needs

Nursery include all children in our provision.

It is part of the school's policy to make sure that as a provision we meet the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2014).

- We support children and their families with special educational needs (SEN)/disabilities.
- We cater for all specific needs of children with SEN/disabilities and meet those needs through a range of strategies and adaptations.
- We work in partnership with parents and other agencies to meet individual children's needs.
- Our SENDCO is Laura Ward.



## Payment of fees

- Parents and/or guardians are jointly responsible for the payment of fees on time. All fees will be charged through your child's ParentMail account and will be calculated based on the relevant extra sessions requested by the parent. Fees are charged half termly in advance and must be paid prior to the commencement of that half term. For all new starters to Nursery, the first half term's fees must be paid no later than the Friday of the first week of term. The second half term's invoice must be settled before the October half term break. Non-payment of fees can result in your extra sessions being cancelled. Fees will not be refunded or waived for term time absence through sickness, holidays or any other cause during term time. There may be a discretionary charge if the Nursery is forced to close due to unforeseen circumstances.
- The fee structures get reviewed every summer and the tariff increases for the September term are made in line with other costs and where possible, kept stable or with minimum increase.
- We do request an additional payment for snack, cooking and extra-curricular activities provided to your child over a term. The fee is payable three times per year just prior to the start of each term. The termly charge is currently £8 for a 15 hour session child or £16 for a 30 hour session child (approximately £1.30 per week). This will be payable on ParentMail.
- **Childcare Vouchers**  
Childcare vouchers are provided by some employers and by a HMRC government scheme to help parents offset the cost of childcare against your pre-tax income. Parents are advised that Whitehouse Nursery administers the Childcare Voucher Scheme using various providers such as Tax Free Childcare, Computershare, Busy Bee & Care-4 Vouchers. Please note, these cannot be used for paying for snack. Parents can find out further information by visiting their respective websites, speaking to your employer or visit [www.moneysavingexpert.com](http://www.moneysavingexpert.com) which outlines how the scheme operates.
- **Late Payment of Fees**  
Whitehouse Nursery operates within a budget to meet all staff costs, rent and other overheads. Parents are therefore kindly requested to ensure prompt payment. In the event that fees are consistently paid late, a charge of 10% of the outstanding balance will be payable for administration costs and will be included as an additional payment on ParentMail. The Nursery reserves the right to withdraw the child from attending.

## Lunch

- *We ask that you send your child to Nursery with a healthy packed lunch every day. We are committed to encouraging and helping children to make healthy nutritional choices and are willing to support families with this where necessary.*
- *Please be advised that we are a 'allergy aware' school and you should not send any foods in your child's lunch that may contain any trace of nuts due to a number of pupils who have severe nut allergies. Be aware that foods such as chocolate spreads often contain nuts.*
- *Please see below some examples of a healthy lunch and portion size.*



## Uniform

Whitehouse Nursery has a uniform which your child is expected to wear to all sessions. Please ensure their names are clearly marked on each item.

Our uniform supplier is Maisies in Wolverton.

<https://www.maisies-superstore.co.uk/>

- Navy blue sweatshirt *or* navy blue cardigan with school logo *or* Orange hoody with Whitehouse logo
- Navy blue polo shirt *or* T shirt with or without school logo
- Blue joggers (with or without logo) *or* navy leggings

We provide aprons for use during 'messy' play; however, we cannot accept liability for damaged or stained clothing. Nursery will also provide waterproof trousers for the children to wear if conditions / activities require this. When choosing clothing, please consider articles which the child can manage. This develops their self-esteem and helps them to become independent. Belts, braces, dungarees, trainers and high laced boots are difficult to master. Open-toed sandals are not permitted for health & safety reasons. Each child must have two full sets of clothes every day in case they need to be changed (these can be left in school and will be sent home when necessary). We appreciate any clothes loaned by Nursery being returned as soon as possible, freshly laundered.

Children also have the opportunity to play and learn outside throughout the whole year. Please ensure they have a water-proof coat, hat and gloves as appropriate. During the summer, it is essential that suitable footwear is worn; no flip flops, croc style shoes, open-toed sandals or bare feet. Please supply a named sun hat and apply sun cream prior to the session.

## Toileting/Nappies

Nappies must be provided by you for your child. A record is kept of all nappy changes. Toilet training is, as far as possible, handled in accordance with your specific requests and according to the developmental needs of the individual child. It is important that the home and setting are working together to support a child through their toilet training.

## Procedure for Collection

Children are only released to the adults listed on the consent form provided by you. If anyone different is collecting we will need this by email, or by direct communication with a member of the Nursery team. We have a PINCODE system in place to give to adults who are collecting children, who we have not met before. Identification may be requested at any time. Any child not collected 10 minutes after their allocated session, will be subject to a charge for the time used to care for their child outside of working hours. We understand that from time to time situations arise outside of your control, however in these circumstances we would expect contact to be made prior to pick up time so staff are aware of any additional care that needs to be put in place.



## First Aid

There is always members of staff who is trained in Paediatric First Aid on the premises and have received instruction specifically covering the administering of first aid to infants and children. On-going training is in place. All accidents are entered on an Accident Report form that you will be given a copy of. Nursery staff will make every effort to contact a parent when a child has an accident that has required specific attention.

## Arrangements when your child is ill

If your child becomes ill or unduly distressed at Nursery, we will endeavour to contact a parent/carer of the child so that arrangements can be made for early collection.

In the interests of other children and staff, it will be necessary for parents to keep children away if they have been diagnosed with certain contagious illnesses and diseases.

If your child is ill and unable to attend Nursery, you must phone us on the first day of illness by calling 01908 533288. We appreciate being told a reason for any absences.

Illness	Appropriate action
Sickness and diarrhoea	Please do not bring your child to nursery until 48 hours after last episode.
Conjunctivitis	Please do not bring your child to nursery if their eyes are 'gunky'. Wait until 24 hours after treatment has been started.
Chicken pox	Please follow NHS guidelines- stay at home until all spots have formed a scab (usually after 5 days).
Hand, foot and mouth	Please follow NHS guidelines. Keep child off whilst they are feeling well and blisters are starting to heal.

## Administering of Medication

Whilst it is not our policy to care for sick children who should be at home until they are well enough to return to the setting, we will agree to administer prescribed medication as part of maintaining their health and well-being or when they are recovering from an illness, providing the relevant form is signed. Please ask for a medication form.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

A medical form, including the details required for the administration of medicine, will include name of medicine, time of last dose, dosage and times required with any special instructions will need to be completed before you leave your child in the setting. Prescribed medicine must contain the dispensing sticker with the child's name and instructions and be in the original packaging.

## **Allergies**

When children start at the setting, parents are asked if their child suffers from any known allergies. This is recorded on the registration form and on the board by the snack area. If a child has an allergy, a medical form will be displayed in the area and appropriate snacks will be given as a replacement if necessary.

## **Relationships and Behaviour**

Each and every child is treated as an individual. Each child is assigned to a key worker whose responsibility it is to closely monitor your child's progress and welfare and to share this with you. The staff use only positive guidance, redirection and the setting of clear-cut boundaries to enable the child to manage their behaviour. Our aim is to encourage the children to be fair, respect property, to respect others and to be responsible for their own actions. Discipline and guidance is consistent and based on an understanding of the individual needs and development of your child. Parents may request the school's Behaviour Policy.

## **Health & Safety**

Health & Safety is of utmost importance and our School Policy is available on our website, together with our Fire Procedures. Risk assessments are regularly carried out on the setting and Nursery have a designated meeting point in the event of a fire drill.

## **Complaints**

We hope that any concerns can be addressed by talking to Nursery Lead, Lisa Morris. If you are not happy with the way the complaint has been dealt with, you may request a meeting with Linda Kelly, Head Teacher. A full complaints policy is available on request.

## Safeguarding children

Whitehouse Primary School has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practises protect children against the likelihood of abuse in our settings. We have a procedure for managing complaints or allegations against a member of staff. Staff receive on-going Child Protection Training.

We hope that parents will make us aware of any problems that may emerge so that we can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

The school's Safeguarding Children policy is available on request. The School's Designated Safeguarding Leads and Officers are:

Jackie Puddephatt – Designated Safeguarding Lead (DSL)

Dan Bass – Deputy Designated Safeguarding Lead (DDSL)

Linda Kelly – Designated Safeguarding Officer (DSO)

Steve Milne – Designated Safeguarding Officer (DSO)

Rachel Ndede - Designated Safeguarding Officer (DSO)

Laura Ward - Designated Safeguarding Officer (DSO)

Lisa Morris – Designated Safeguarding Officer (DSO)

Grace Leech - Designated Safeguarding Officer (DSO)

Any parent who has a concern about a child can contact one of the Designated Officers.

A parent can make a referral to MASH, telephone 01908 253169 or contact NSPCC directly which can be done anonymously.