

Welcome to
Wyndham Park Nursery School



Wyndham Park
Nursery School

Prospectus

EXCITE ENGAGE EDUCATE



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On behalf of the staff and governors at Wyndham Park Nursery School I would like to extend a very warm welcome to you. For parents who know us well, or new parents looking for a school for your child, I hope you will find our prospectus useful.

We are very lucky to be one of only five Local Authority maintained Nursery Schools in the county and the only Local Authority maintained Nursery School in Grantham and the surrounding area. This privileged **position means that we are a 'real' school, with a Head teacher, fully qualified teachers and teaching assistants.**

We truly believe in our aim to excite, engage and educate our children. As a Nursery School we can offer the children the best possible start through a stimulating, practical and exciting curriculum, rooted in excellent early years practice. We believe that children learn best when they are motivated through a wide range of challenging and enjoyable activities. We carefully build on what they know and can do then help them to achieve their next steps of learning.

We are very proud of our school and the standard of care and education we **provide. Our school has been rated as 'Outstanding' in its last** three OfSTED inspections. **We believe children's individual well-being** is paramount and we ensure that children feel safe, secure and happy so that they can reach their full learning potential. We recognise that all children are different and learn in different ways with different interests. From the first day children start with us they can expect an outstanding education and they will thrive in our well planned learning environment.

I am very proud to be Head Teacher at Wyndham Park Nursery School and consider each day a privilege. I hope that you enjoy reading our prospectus. Please do get in touch if you have any questions or would like to visit our school where you will be warmly welcomed.

Laura Cook
Head Teacher



Our School

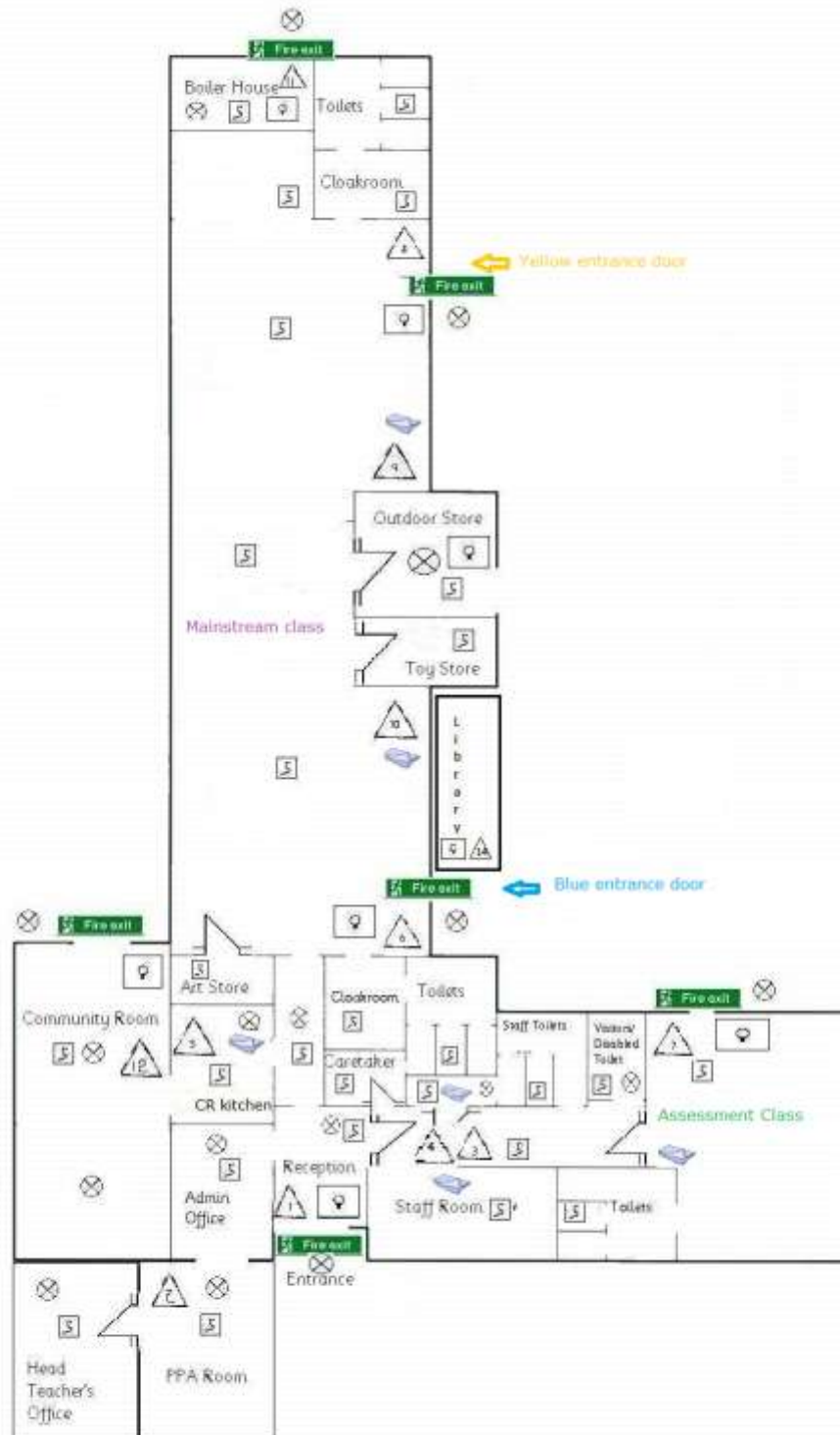
Wyndham Park Nursery School is one of five Local Authority nursery schools in the county. The school is situated on the edge of Wyndham Park with open views over the parkland.

The school was purpose built in 1998. The building comprises of one large mainstream class and an assessment class. There is also a school office, **the Head teacher's office, a staff PPA (planning, preparation and assessment)/resources room, a staff room and a room for Parent / Community use.** Outside there is a large teaching area, which is fenced and gated for the safety of the children plus a library.



The school employs full time and part time teachers and nursery nurses, all of whom are fully qualified to work with the children. We have a School Business Manager and an Administrative Assistant plus Lunch and After School Club staff. A list of staff and the Governors appears on the next few pages in this pack.

Plan of the School



The school is all on one level for ease of access.



Wyndham Park Nursery School Classroom Staff

Head teacher	Laura Cook	BA (Hons) with QTS
Senior Teacher	Lucy Bradley	BA (Hons) with QTS
Teachers	Helen Hargreaves Heather Preece	BA (Hons) and PGCE BSc (Hons) with QTS, PGCPSE
Teaching Assistants	Penny Fox Jules Brazil Sarah Footitt Jayne Dring	NVQ Level 3 NNEB CACHE Level 3 NNEB
Apprentice Nursery Assistants		Charlie Pigott Jade Coupland Mae Lugar

Wyndham Park Nursery School Support Staff

School Business Manager	Alison McCann	Joint BA Hons, Dip RSA, CSBM, ILM III
Administrative Assistant	Amanda Grimshaw	
Clerk to Governors	June Baker	
Lunch Club Supervisor	Judith Cox	BEd
Lunch Club Assistant	Lynne Murray	
Caretaker	Jim Cook	
Cleaning Staff	William Wong Val Watmore	Lunchtime After school



Wyndham Park Nursery School Governing Body

Chair of Governors (Co-Opted Governor)	Steve Coleby
Vice Chair of Governors (Co-Opted Governor)	Vicki Stephenson
Head Teacher	Laura Cook
Staff Governor	Jules Brazil
Co-Opted Governor	Lucy Bradley (Teacher)
Co-Opted Governor	Michelle Tasker
Co-Opted Governor	Ash Clark
Parent Governor	Nisha Ladv
Parent Governor	Clare Mitchell
Parent Governor	Cara Clements
Parent Governor	Vacancy
L A Governor	Sarah Lane
Associate Governor	Alison McCann



The Aims and Ethos of the School

The aims of Wyndham Park Nursery School are simple and clear.

We aim to **excite** children by preparing carefully planned activities and environments so that they want to learn.

Engage children in activities and purposeful play so that learning is focussed and prolonged.

In this way we will **educate** them so that they gain skills and knowledge at a rapid pace.

We are committed to ensuring that children are emotionally, **socially and academically 'primary school ready'** when they leave us. We want to ensure that we are fully preparing children for their next stage of learning.

EXCITE ENGAGE EDUCATE



Admissions Policy

The nursery school has places for 104 part time children and up to 10 part time children in our Assessment Class.

Places are allocated in accordance with the criteria described in the **Lincolnshire Local Authority booklet** “Guide to Local Authority Nursery Schools”.

The Assessment Class (Green Class) provides a nursery placement for children with additional needs. Admission to Green Class is through referral by the Educational Psychology Service.

At Wyndham Park Nursery School we are committed to meeting the individual needs of all children.

New Parents/Carers' Evening

Once you have been advised that your child has been allocated a place at our school you will be invited **to a 'New Parents' evening'** before your child starts where there is an opportunity to meet the staff.

Starting Nursery School

There is an open morning and afternoon in September before the children are admitted in small groups throughout September. This gives us an opportunity to get to know all the children individually.

You are welcome to stay for as long as you want to help your child settle into nursery. It is important that your child is given the opportunity to establish and develop good relationships with other children and adults. **Your child's regular attendance is** essential to ensure they gain the maximum benefit from nursery education.



Getting to know you

We believe that parents and nursery staff share a joint interest in and responsibility for **your child's development and learning**. You are the experts where your child is concerned and you know of any special interests and needs. Therefore a good relationship between parents/carers and school staff is vital to share information.

Parents/carers are encouraged to talk to staff if they have any concerns. All parent/carers are welcome to spend time in the nursery, helping in the classrooms, on visits out of nursery or by using their skills to benefit the nursery in other ways.

Children in the Assessment Class are provided with a home/school diary. These are completed on a daily basis and keep parents fully informed of what their child has done each day. These are particularly useful for children who are brought to nursery by taxi.

Wrap Around Care

If you need care for your child before or after their nursery session, we have registered child minders who work in partnership with the nursery. For further information, please contact the nursery for details of the vacancy co-ordinator.

Lunch Club

We have a Lunch Club which runs between 11.00 am and 12.45 pm. This is run by our Lunch Club Supervisor and assistant. We have places for up to 20 children. Lunch Club costs £4.00 a day. You can therefore extend **your child's nursery session** by up to an extra 1¼ after the morning nursery session or an extra 1¼ before the afternoon nursery session.

After School Club

We also offer an After School Club which runs between 3.15 pm and 4.00 pm. It is run by members of staff. After School Club costs £2.50 a day. **You can therefore extend your child's nursery session by up to an extra ¾ of an hour after the afternoon nursery session.**



The School Day

The Nursery session times are as follows:

Morning session	8.30 am – 11.30 am
Afternoon session	12.15 pm – 3.15 pm (Gates will open at 3pm and you will be able to collect your child from Green Class from 3pm if you need to get to another school)

A Typical Nursery Session

There is no such thing as a typical day in Nursery.

We respond to the **children's needs and interests so that every day looks** different. We try and keep a rhythm to the day so that children have a mixture of whole class, small group and independent learning times.

Learning takes place both inside and outside every day, so it is important that children come suitably dressed.

The format and structure of the day also changes over the course of the school year because what is appropriate for three year olds in their first term at Nursery School is very different to the needs of a four year old we are helping to get primary school ready.

The provision in the classrooms will also alter to reflect the needs of the children therefore the appearance of the classroom will alter over the course of the year.

8.30/12.15	Children and parents/carers are welcomed to nursery. Children are free to choose from the activities in their classroom
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11.30/3.15	Children are collected by their parents/carers
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The Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage curriculum is delivered through carefully planned activities and play opportunities to help ensure that all children have the opportunity to reach their full potential and experience the best possible start to their education. The EYFS sets out seven **‘Areas of Learning and Development’** and together these make up the skills, knowledge and experiences appropriate for children as they grow, learn and develop. They are:

Prime Areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The Prime areas are fundamental, work together and move through to support development in all other areas. The Specific areas include essential skills and knowledge for children to participate successfully in society. Together they provide a balanced nursery curriculum. You will receive more information regarding the Early Years Foundation Stage curriculum once your child attends the nursery. You can access more information about the EYFS via the following websites:

<http://www.4children.org.uk>

<http://www.foundationyears.org.uk>

<http://www.ofsted.gov.uk/early-years-and-childcare>

<http://www.birthtofive.org.uk>

<http://www.education.gov.uk>

We do respond to the children’s interests so topics vary weekly within each class.



Record Keeping

We keep a record of your child's development throughout the year. This is collated in an online 'Learning Journal' through Tapestry which will comprise photographs, observations and examples of their work which you will be able to access at any time. During the autumn term, you will have the opportunity to meet with your **child's class team to see how he/she has settled, find out about his/her progress and discuss any questions or concerns you may have. There is also an open day for parents during the spring term so you can see your child in nursery. A learning summary **along with a CD copy of your child's Learning Journal will be given to you** at the end of the summer term. We will also forward a copy of the learning summary to your **child's new school**.**

However, please do not wait for these dates if you have any questions or concerns about your child and Nursery life. Staff are happy to have quick discussions with parents daily at pick up and drop off times or you can request a private appointment or even a telephone call if this is more convenient.

Collection of Children from Nursery

When your child is admitted to the nursery we ask who is likely to collect them. If during the year there are changes to this arrangement, please let us know. If there are occasions when a person is not to be allowed to take your child from nursery then this request must be put in writing to the Head teacher. Parents must provide a password on their admission form which must be made known to all nominated collectors in order to safeguard the children.

Communication with Parents/Carers

Communication with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. Traditionally we have used printed letters but delivery of these can be unreliable; they are also expensive, take time to produce and are not environmentally friendly. Historically we have also taken cash or cheque payments but we appreciate many people now pay for things online. We use a system called **ParentMail, a service used by over 5,000 schools, nurseries and children's clubs** to communicate and collect payments from millions of parents.



ParentMail will benefit you because:

- Messages will get to you reliably by email and/or text
- We can send messages directly to mums, dad and other carers at the same time. With each registration code issued per child, two people can register.
- Emergency or important information can be sent by text message
- You can make online payments to the school for snack, trips etc.
- You can give permission for events or trips online without having to sign and return forms to us

Registering on ParentMail is simple, only takes minutes and can be done from a PC or mobile phone. Details of how to register online will be given to you accordingly. If you have a child at another school which uses ParentMail, you can link the schools together. All parents/carers are urged to register in order to receive all our news by email and text as we are trying to be a paperless school. If you do not register, you will not receive information about what is happening at the nursery.

ParentMail is registered with the Data Protection Register and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Telephone Numbers

Please could you inform us if your telephone number, address or email changes. It is important that we have up to date information so that we can contact you in case your child is unwell and needs to be collected early from nursery.

Website

Our website contains a wealth of information for your benefit and is regularly updated. The website also includes our Twitter feed and our Facebook page. The web address is:

www.wyndhampark.lincs.sch.uk

Social Media

You can find out what we are up to on Twitter: @WPNursery

You can find us on Facebook at: Wyndham Park Nursery School



Clothing/Uniform

Please ensure that your child wears appropriate clothing and footwear so that they may enjoy all nursery activities, including messy, creative and physical activities comfortably and safely, not their best clothes! We have a uniform which is optional. Polo shirts, sweatshirts, hoodies, sweat cardigans (any combination of purple and grey can be worn), grey book bag and purple PE bag for wellies plus school trousers and skirts are available to buy online. Uniform is optional and our old style uniform can still be worn until it is gradually phased out over the next few years. We understand that many of your children will want to wear uniform that belonged to older siblings.

Uniform is available to buy online via:

<http://www.clothingattesco.com/wyndham-park-nursery-school/invnt/120364>

Uniform Price list

Item	Colours available	Price
Round neck sweatshirts (unisex)	Purple or grey	From £6.50
Girls sweat cardigan	Purple or grey	From £7.00
Polo shirts (unisex)	Purple or grey	From £3.75
Zip fleece (unisex) with hood	Purple or grey	From £9.00
Core all round pleat skirt	Grey	From £3.50
Jersey girls trousers	Grey	From £3.00
F & F 2 pack of boys pleat front trouser	Grey	From £6.00
Book bag	Grey	£6.00
PE bag (for wellies)	Purple	£4.50

Parents are asked to put name labels **in their child's clothing**.



For their own safety we prefer children not to wear jewelry in nursery. If pierced earrings must be worn, please ensure that these are small studs only.

Library

We have a book library, which you may use with your child. **Your child's** class team will organise the loan of his/her first book and you will be provided with a leaflet explaining how the library works and then you can use it as frequently as you want. You may wish to purchase a grey book bag online for £6.00 (see information above in the clothing section).

Complaints Procedure

Wherever possible concerns expressed by parents and others about the school curriculum or related matters will be dealt with in the first instance by informal discussion with the Head teacher or staff. However, there will be occasions when such concerns cannot be resolved informally, in which case a formal complaint should be made to the Governing Body. A document setting out this procedure is available for inspection at the nursery and a copy can be given, if desired, to any person wishing to make a complaint under these arrangements.

Equal Opportunities

We aim to recognise and value everyone who is connected with the nursery. We are continually working towards equality of opportunity. All children are offered equal opportunities to learn through a wide variety of play activities. We encourage children to become confident, independent members of this caring community. By showing we value friendship and co-operation, we help them to show respect for other people and cultures

Child Protection Procedures

It may be helpful to parents/carers to know that Head teachers are required to report any obvious or suspected cases of child abuse – which includes non-accidental injury, severe physical neglect, emotional and/or sexual abuse.

This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for



suspicion, it is better to be safe than sorry. If you have any concerns **regarding your child please talk to your child's** class leader or the Head teacher.

Health and Safety

At Wyndham Park Nursery School we recognise the importance of safety, health and welfare in the successful operation of all activities. We believe in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies upon initiative, teamwork and the co-operation of all the staff.

The Governors take all reasonable practical steps within their power to fulfill this responsibility.

All classroom staff have undertaken paediatric first aid training.

Head Lice

If live head lice are seen on a child, you will be telephoned and asked to collect your child immediately and treat them appropriately. This is for **everybody's benefit to contain the spread of head lice. Once treated, your** child may return to nursery.

Personal Accident Insurance for Pupils

The insurance market offers personal accident cover for pupils 24 hours a day. If parents wish to avail themselves of this, they can make enquiries with insurance brokers or companies.

Medical Care

Unfortunately we are unable to administer medicines in school except for long term treatment of conditions such as asthma. Your child will need an **individual health care plan and a 'Parental agreement to administer medicine' form completing before we are able to administer any** medication.



Please inform a member of your **child's** class team if your child suffers from any health problems including allergies and visual or hearing problems.

Children suffering from infections should be kept at home to prevent wider infection spreading within the school. Children suffering from sickness and diarrhoea should be kept at home for at least 48 hours.

Please inform us on the first day of illness if your child is going to be absent from school so their absence can be marked as authorised in the school register.

Snack

We offer children a healthy snack every day, along with a choice of milk or water. We also cook regularly with the children.

Parents are invited to make a voluntary contribution of £2.00 per week (into the blue bird by the classroom entrance doors) or alternatively make a termly contribution to help towards funding the cost of the above. Cheques should be made payable to Wyndham Park Nursery School. You can also pay your voluntary contribution by text. This is a free service set up by JustTextGiving by Vodafone that has no set up or fundraising costs for charities, no network charges for people making donations and every penny donated goes to Wyndham Park Nursery School Fund. You can make donations of up to £10 a time by texting WPNS11 and either £2, £4, £8 or £10 to 70070 to donate now e.g. WPNS11 £6. The text message is free to send and your donation will be deducted from your mobile phone account. Alternatively you can pay online via Parentmail once you have registered.

Water

Throughout the nursery session jugs of water are available in all classrooms for children to help themselves to a drink.

Car Park

There is a car park but it does get congested at the beginning and end of the nursery sessions. Please be considerate towards other users of the car



park and drive carefully to ensure the safety of all pedestrians. Our traffic management plan is on display in our reception area and a copy is available on request.

Parental contributions to educational activities for the school year 2016/17

At Wyndham Park Nursery School we are proud to offer your child as many new experiences as possible to foster their interests and support their education. Over the course of the school year, we ask parents to help us cover the costs **of these 'extra' activities through voluntary donations.** We do appreciate that sometimes it feels as if we are asking you for money far too often! Therefore this year we would like to give you the opportunity **to pay a 'one off' amount of £30.00 to cover all of the 'extra' activities** (music workshops, a yoga course with Ribbon Tree Yoga, a visit from ZooLab (a live animal handling session), a Morris dancing show in which the children (and parents if they wish) can participate, a church visit to the beautiful **St Wulfram's plus a Christmas and summer party**). **The cost** for siblings is £30 for the first one and £25 for any subsequent siblings. This cost is an estimate for the year and any shortfall will be subsidised by the school. If the income received outweighs the costs paid out, we will refund the difference. This amount is payable during the autumn term before the October half term. A letter will be sent to you once your child starts.

Our Assessment Class

The Assessment Class (Green Class) provides a nursery placement for children with additional needs. It is a small group of up to 10 children, staffed by a qualified Teacher and a qualified Teaching Assistant.

The Educational Psychology Service refer children to the Assessment Class. Children entering the Assessment Class are already known to the Educational Psychologists **and our referrals come from the County's Additional Needs department.**



Integration

Across the year children from the Assessment class are given opportunities to integrate with the mainstream classes. The frequency and level of support given is decided on an individual basis and parents are kept fully informed.

Children from the mainstream class may also work in the Assessment class. This may be to provide them with an opportunity for small group work or it may be to provide opportunities for social skills and to develop friendships between children in the different groups.

Teaching and Learning

The Assessment Class adopts a variety of approaches, relevant to the children's needs. These may include augmentative/alternative forms of communication e.g. signs and/or symbols. For more information on these approaches, please do not hesitate to contact the Assessment Class staff.

After a settling in period, Individual Targets will be drawn up, in consultation with other professionals involved with the child and parents.

This will contain small step targets for the child's learning and will be reviewed termly, with parents and professionals.

If it is felt that the child may need an Education, Health and Care Plan (EHCP) (formerly known as a Statement of Special Educational Needs), this will be discussed with parents and the relevant paperwork will be initiated. Staff work closely with parents to ensure that they are fully supported during this process.

Working Together

The Assessment Class aims to develop positive working relationships with parents. Home/school diaries are completed on a daily basis and parents are invited to review meetings. Assessment Class staff keep parents fully **informed of children's progress.**

The Speech and Language Therapist visits the Assessment Class on a regular basis. Other professionals: Educational Psychologist, Physiotherapist, Occupational Therapist, Sensory Impaired Service visit individual children as appropriate and parents are kept fully informed of this. All relevant professionals are invited to attend the termly review



meetings.

Additional Educational Needs

If we are concerned that a child is not making the appropriate progress, we discuss it with parents and involve the nursery school SENDCo (Special Educational Needs & Disabilities Coordinator). If necessary, we may talk to you about involving outside agencies e.g. Speech and Language Therapist, Educational Psychologist. Some children may require Individual Targets, which will be reviewed regularly with parents. A number of children will receive regular speech and language support from a member of staff.






Copies of the Additional Educational Needs Policy are available on request.






Transitions

Staff work closely with the range of schools that the children move on to at the end of the year. All necessary paperwork will be passed on to the receiving schools. For children in the Assessment class, staff from the receiving school will be invited to review meetings and to visit the child in Nursery. Assessment class staff can provide supported visits **to the child's** new school if necessary.

Awards

Wyndham Park Nursery School has achieved the following awards:

  	<p>Ofsted Outstanding 2015/16</p> <p>We were last inspected by Ofsted on 16th December 2015. We were delighted to be awarded 'outstanding' in all areas. This is our third consecutive award of 'outstanding' as we were previously inspected in September 2012 and January 2010. Copies of the report are available from the office, the school's website or on the Ofsted website.</p>
	<p>Basic Skills Quality Mark</p> <p>The Quality Mark is an award that celebrates and supports continuous improvement in literacy and numeracy. It is awarded to a school to recognise their provision, practice and performance in literacy and numeracy, and is valid for three years. A school must demonstrate a whole school approach to improving standards in literacy and numeracy, with evidence of the impact of its approaches. This is the fourth time that we have achieved this award and it is due to the hard work of all staff.</p>
	<p>Green Tree School Silver Award</p> <p>The Woodland Trust works with schools across the UK, encouraging outdoor learning and helping teachers inspire their pupils about woods, trees and wildlife. In May 2016, we achieved the silver award and are now working towards the gold award.</p>

	<p>Financial Management Standard in Schools</p> <p>This award recognises that at Wyndham Park we have met the requirements in each component and employ sound financial management practices.</p>
	<p>Healthy Schools Award</p> <p>This award recognises schools such as Wyndham Park which have met the national criteria using a whole school approach across the four core themes of Personal, Social and Emotional Development, Healthy Eating, Physical Activity, Emotional Health and Well Being.</p>
	<p>International Award</p> <p>The school has received the Foundation and Intermediate International Awards for its work in developing school links abroad and incorporating this into the curriculum.</p>
	<p>The National Food Hygiene Rating Scheme</p> <p>The scheme is a Food Standards Agency (FSA)/local authority partnership initiative designed to help consumers choose where to eat out or shop for food. It does this by giving them information about the hygiene standards in food outlets at the time they are inspected to check compliance with legal requirements. We were awarded the highest score of 5 at our last inspection in September 2015.</p>
	<p>The National Clean Air Award</p> <p>Wyndham Park Nursery School was awarded the Gold Award due to our policy of not allowing smoking within our school and campus.</p>