

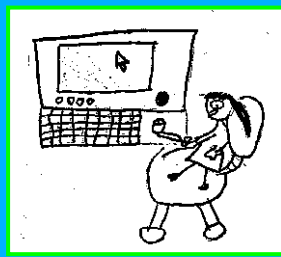
Dear Parents/carers

Like you, I am a parent and as parents, we all have the same aim. That is for our children to grow up into happy, healthy and well adjusted adults.

That is why I have put over 25 years experience as a class teacher into setting up the nursery, where your child can have fun, laughter and security whilst learning. And you as a parent can have peace of mind and assurance - that each day, your child is in our care that they will be safe, secure and nurtured.

Hazeldene Nursery is here for you and your little one and we look forward to meeting and working with you.

*Joanne Sumner (BA (Hons) Ed. QTS
Assistant Headteacher
Nursery & Foundation Leader*



At Hazeldene Nursery we:

Enjoy learning

Praise and encourage

Value individuals and celebrate difference

Provide a safe, caring and welcoming environment that we can all be proud of

Encourage confidence and independence

Promote and welcome involvement from the wider community

Nurture the confidence to embrace new challenges

Provide an exciting and stimulating curriculum

Aspire to be happy and healthy

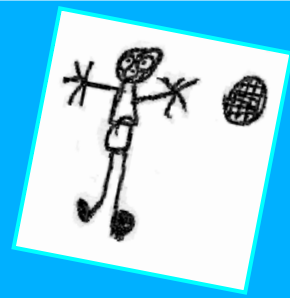
Believe that working in partnership with parents/carers is essential

Our Mission Statement is

Enjoying Learning and Achieving Together

Our commitment to the children

We want our children to be self-motivated, confident and caring individuals who are able to make a positive contribution to the world around them whilst reaching their full potential.



Our Nursery

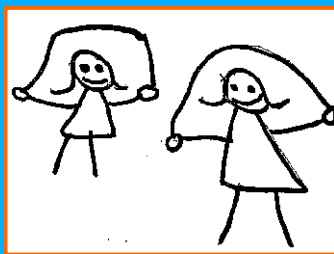
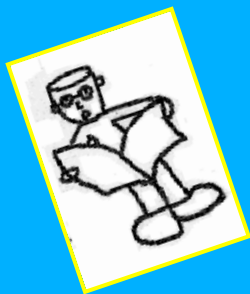
At Hazeldene Nursery we aim to provide, in partnership with parents and the wider community a caring, learning environment which will develop the skills required for our children to become valuable and valued members of society.

The vision, values and aims we share at Hazeldene Nursery underpin an ethos which ensures all our children are nurtured, safe, active, healthy, achieving, included, respected and responsible.

Hazeldene Nursery is a caring, friendly and happy environment where pupils, parents and staff work together to our mutual benefit. Staff work as a team to achieve high standards in work and behaviour through promoting positive attitudes in our children.

To ensure that all the needs of each child are catered for we operate differentiated work programmes using a combination of group, whole class and individual activities as appropriate, seeking always to raise achievement by having high expectations of every child.

Co-operation between parents and staff at Hazeldene Nursery plays an important part in learning and teaching. We strive to provide a stimulating environment where learning is an active experience. We appreciate parents' involvement in the life of Hazeldene Nursery and invite parents to contact the school if they have any questions or concerns, or feel they would like to offer any kind of help or support.



About our Nursery

Hazeldene Lower School
Stancliffe Road
Bedford
MK41 9AT

Telephone Number: 01234 300100

Fax Number: 01234 300102

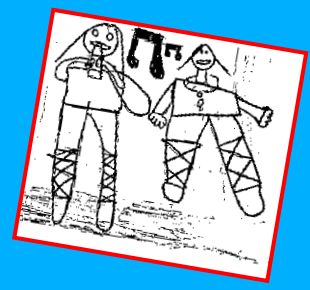
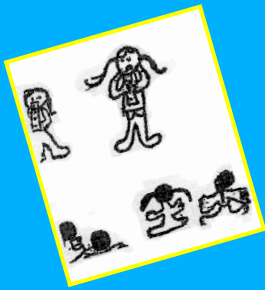
Email: office@hazeldeneschool.co.uk
enorman@hazeldene.bbvlc.com



Nursery Staff

Mrs Jo Sumner	Foundation/Nursery Leader and Assistant Head Teacher
Miss Sam Marlton	Nursery Manager
Mrs Alison Button	LSA
Mrs Nicola Ford	LSA
Other Key Staff	
Mrs Helen Ward	Headteacher
Mrs Victoria Kilroy	Assistant Headteacher
Mrs Jo Duchemin	Assistant Headteacher
Mrs Eleanor Norman	Office Manager





Daily Sessions

Nursery Session Times

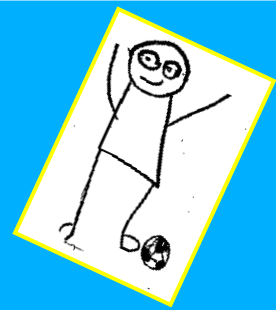
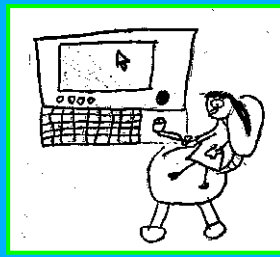
Morning Session: 8.45am - 11.45am

Lunch (if required) 11.45am - 12.15pm

Afternoon Session: 12.15pm - 3.15pm

It is important that children are punctual. However, we do ask that they are not on the premises before 8.40 a.m. as we are not able to guarantee supervision.





Our Nursery Aims

Ethos

In Hazeldene Nursery we are committed to providing a safe, secure and stimulating environment for all our children. Parents/carers are central to their children's overall development and in Hazeldene nursery we believe that working in partnership with parents/carers is essential. We seek to build home and nursery links at every opportunity and to involve parents/carers in their children's learning.

Curriculum

In Hazeldene Nursery we aim to deliver an appropriate and integrated curriculum in order to ensure every child develops emotionally, socially, physically, intellectually and aesthetically. We aim to ensure that learning experiences take place within meaningful contexts.

Support for children and families

We work co-operatively with other agencies in planning and delivering the Early Years curriculum to ensure that every child is supported and their needs met, so allowing them to achieve their full potential

Equal opportunities

We aim to recognise each child as an individual, promoting equal opportunities by valuing all children's racial origins, gender, family grouping, cultural, social and linguistic backgrounds and abilities.

Development and progress

We aim to provide the children with the learning opportunities, experiences and interactions which will enable them to develop as independent learners.



Consultation Opportunities for Parents

You will want to know how your child is progressing at nursery. Formal consultations are held in the hall during the Autumn and Spring Terms. These are private ten minute sessions, which give parents and teachers a chance to share information. All children are given a full written report in the Summer Term, giving details of the progress they have made and their achievements throughout the year. There is an opportunity for parents to discuss the report with the class teacher if parents request.

If you have any concerns or queries at any time please contact the class teacher who will be happy to make an appointment with you. It is usually best to discuss problems as they arise rather than wait until a Consultation Session.





Our Nursery Day

8.45 - 9.00 Welcome children to the Nursery and registration

9.00 - 9.10	Teacher input
9.10 - 10.10	Child initiated play including outdoor play
10.10 - 10.30	Snack time
10.30 - 10.45	Song
10.45 - 11.00	Play Time
11.00 - 11.30	Free play
11.30 - 11.45	Story/Tidy up/Tray Check
11.45	Home Time
11.45 - 12.15	Lunch (if required)

12.15 - 12.30 Welcome children to the Nursery and registration

12.30 - 12.40	Teacher input
12.40 - 1.30	Child initiated play including outdoor play
1.30 - 1.50	Snack time
1.50 - 2.15	Song
2.15 - 2.30	Play Time
2.30 - 3.00	Free play
3.00 - 3.15	Story/Tidy up/Tray Check
3.15	Home Time



Settling In

Before your child enters nursery you will be invited to attend a short familiarisation session to ease the transition from home to nursery. Following the familiarisation session your child will be invited to begin their chosen sessions. At nursery we like to work in partnership with parents/carers and to facilitate this each child is allocated a colour group and Key Worker who will be happy to answer any questions or exchange information regarding your child.

Classroom Pegs and Trays

Every child has their own named peg and tray to keep their belongings safe. Please encourage your child to develop their independence in finding their peg and tray. The staff will place letters in the children's book bags so please check book bags regularly.

Dropping off and Collecting Children

Please ensure your child is signed in using the book inside the classroom, before handing them over to staff, and sign them out before you go.

Morning Session

8.45am - entry

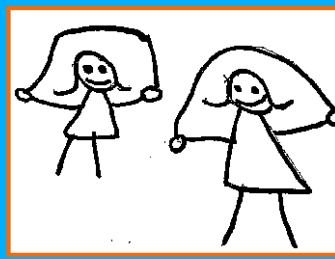
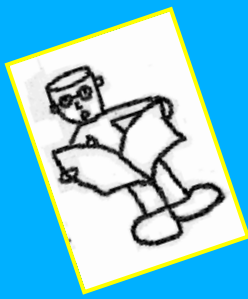
11.45am - collection

11.45am - 12.15pm lunch (if required)

Afternoon Session

12.15pm - entry

3.15pm - collection



It is essential that parents/carers inform staff when someone else will be collecting their child. Please note that the person responsible for collecting children from nursery at the end of a session **must be 16 or over**. If the person collecting the child is delayed please contact the school and let us know we will ensure they are supervised until they are collected.

Photographs, video and internet Access

Photographs and video of the children may be taken as part of nursery activities, for nursery use only. Children will be using the nursery computers. Children will always be supervised when involved in these activities.

Suitable Clothing and Footwear

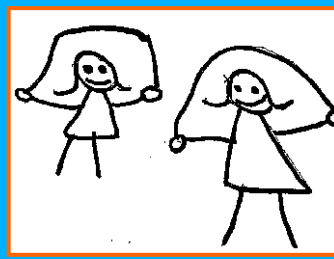
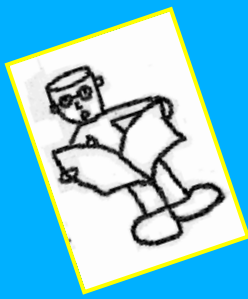
Children are requested to wear sensible shoes preferably without laces, we find Velcro to be the best option. Please ensure that the children's names are put on them to avoid confusion. Please ensure no open toes or boots or fashion boots.

Polo shirts with the Nursery logo are available to buy in blue along with a sweatshirt from www.clothingattesco.com. And Josens in Bedford town centre. We would prefer Nursery children to wear Hazeldene Nursery polo shirts or sweatshirts so that the children are easily identifiable and feel part of our school.

Our Nursery activities include water play, painting and baking. While we always try to make sure children wear aprons, accidents can happen. Please dress your child in suitable leggings, trousers, skirts or joggers as most children enjoy playing in the water tray!

Outdoor play takes place on a regular basis throughout the sessions so we would ask that you please provide your child with suitable named outdoor clothing e.g. wellingtons, sunhat, warm jacket as the climate dictates.

We keep a stock of spare clothes in the Nursery. If your child has been given a change of clothing by Nursery staff, we ask that parents/carers please wash and return these items. This would be greatly appreciated.



NAPPIES

We understand that your child may still be wearing nappies during the day whilst at nursery.

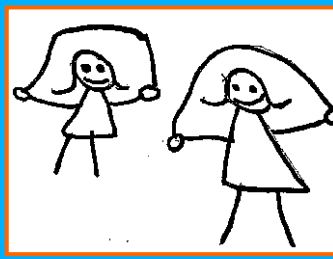
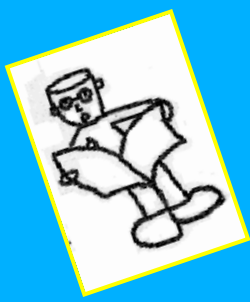
At all times staff must be aware of their and the children's health and safety. Staff will wear protective gloves when changing nappies, soiled clothes or cleaning spilt bodily fluids in the toilet or other areas. The child will be changed in the disabled toilet using the mat provided and the door will be left open at all times, under child protection guidelines.

Please can parents provide their child's own nappies, wet wipes (or if they are allergic to wipes, cotton wool) and nappy sacks in a named rucksack or suitable bag.

If a child has just started toilet/potty training they can bring in their own potty, this will be kept in the toilet area. We will listen to the parents on their training techniques and try to follow them to help provide consistency for the child. Please can parents provide spare clothes. If they have another accident and they have run out of their home clothes we have spare clean clothes.

Staff will show the children how to flush the toilet and encourage them to pull the lever. Staff will talk about how and why we wash our hands using the anti-bacterial soap and if they need help turn on the tap. When the children have washed their hands under the water staff will show the children how to dry their hands using disposable paper hand towels or the hand dryer

At Hazeldene Nursery, we aim to encourage the children to become confident and independent with their own personal hygiene.



SNACKS AT HAZELDENE NURSERY

Caring for our children's
future health and fitness



We intend to help encourage healthy eating through planning and providing healthy snacks. Improving children's health is the collective responsibility of parents, guardians and early year's staff.

Drinking water policy

- Drinks of water will be offered regularly throughout the day.
- Children will be assisted in obtaining a drink of water should they need help.
- Suitable cups are provided for children to drink water from.
- Children are made aware that water is available at all times, and that they should ask for water when they require it.

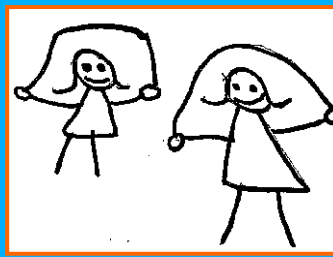
Food and milk policy

Food

Young children can often have strong preferences for one type of food or another, and may show signs of allergy towards certain foods.

- To ensure that food meets the requirements of the maximum number of children and that it is the highest quality the following procedures will be followed:
- All food will be checked at the time of use to ensure that it is not past its use by (or best before) date and if appropriate will be refrigerated until use.
- No food with nuts or traces of nuts will be used
- All packed lunches will be stored correctly and re-heated if appropriate, to temperature laid down by food hygiene law.

Any other specific dietary requirements are a matter for agreement between the nursery and the parent.



Milk

Milk will be provided free of charge if your child would like it.

Eating habits, nutrients, foods and menu planning

At nursery mid-morning and afternoon snack are provided.

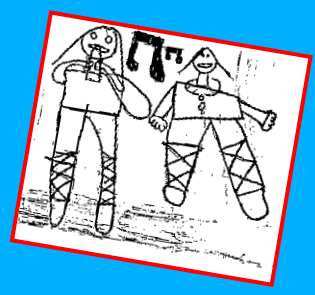
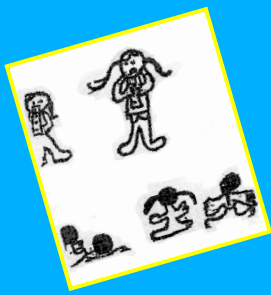
Snack items are at times set out in an area where children participate in the preparation.

Children are taught personal hygiene by hand washing procedures and the use of utensils to serve food are also addressed.

Snacking together is.....

- Development of social skills through interaction and co-operation with others, e.g. taking turns.
- Development of language skills as children and adults talk together about what they are eating.
- Children are more easily encouraged to try new foods and can see what the whole food looks like before helping an adult to prepare it.
- Staff can observe children closely, gathering information for their profiles in several areas of development.
- Staff are more aware of what children are eating and can share information with parents





Example Nursery Snack Menus

Fruit platter - a selection of fruit is used from the following: apple, banana, watermelon, sultanas, grapes, pineapple, strawberries, blueberries, satsumas, dried apricots, pears and peaches.

Savoury & sweet - cheese chunks, marmite fingers, carrot/cucumber sticks, bread sticks, rice cakes, mini bagels with fruit topping, fromage fraise yoghurt and fruit loaf.

Drinks - milk, water, smoothies, fresh fruit juices



The cost per session for snacks is 20p. This will be added to your invoices.



Parents' Guide to the Early Years Foundation Stage Framework

Exciting times ahead for you and your child

What is the Early Years Foundation Stage?

Welcome to the **Early Years Foundation Stage (EYFS)**, which is how the Government and early year's professionals describe the time in your child's life between birth and age 5?

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

What is the EYFS Framework - why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents. In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.



It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "**Early Learning Goals (ELGs)**"

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.



What does it mean for me as a parent?

Ensuring my child's safety

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a childminder can look after, and things like administering medicines and carrying out risk assessments.

Quality

You can find out about the quality of your child's nursery and other early years providers in relation to the EYFS Framework by checking what the Government's official inspection body for early years, Ofsted, has to say about it. You can find this information at www.ofsted.gov.uk/inspection-reports/find-inspection-report.

How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

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

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**.

These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

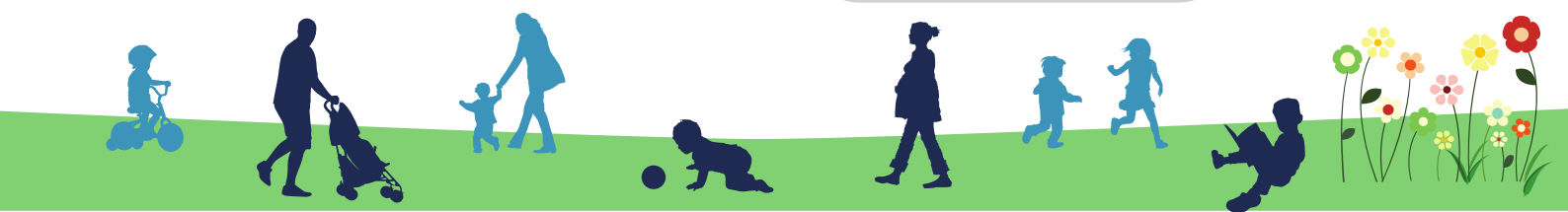
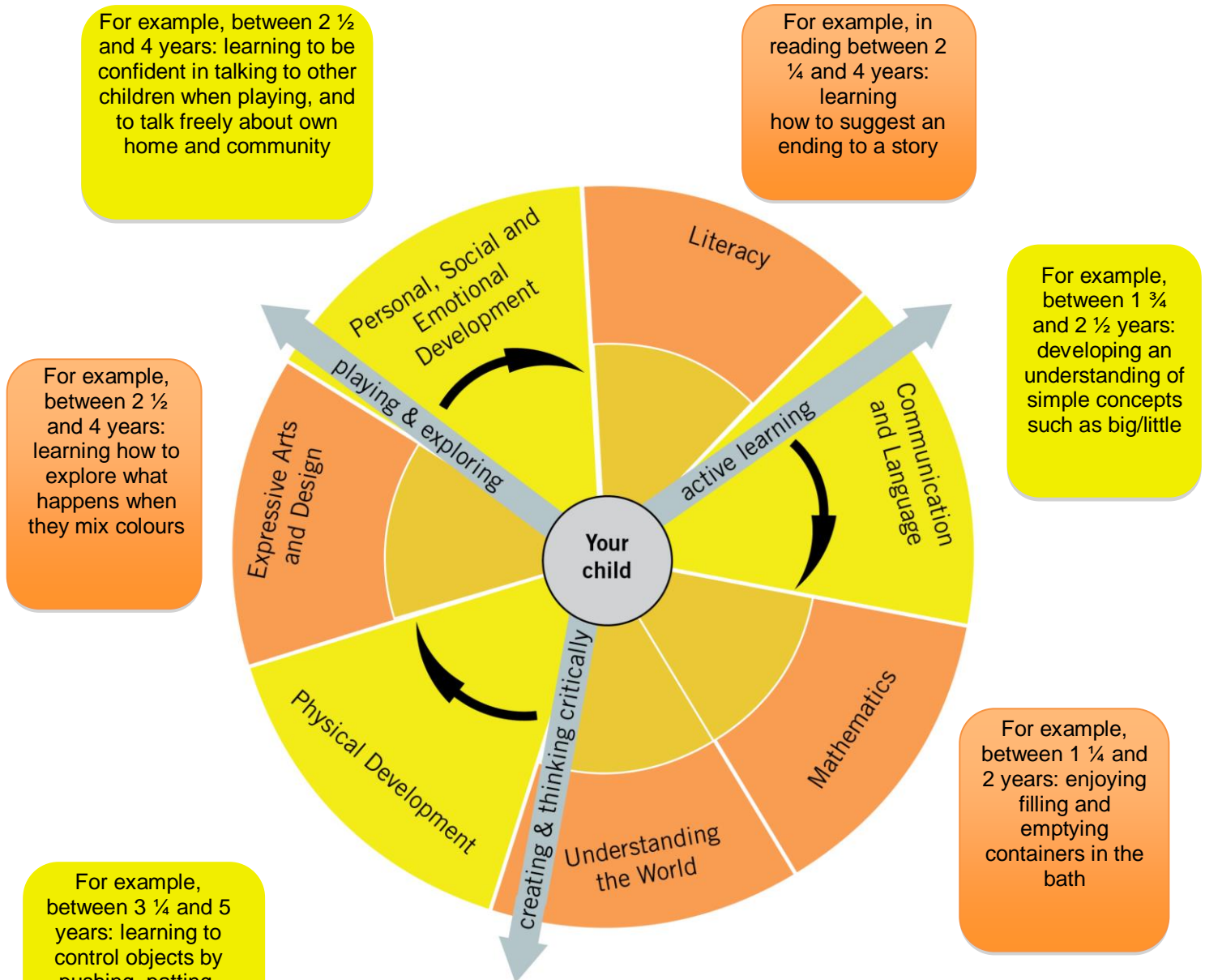


These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.



The diagram below gives examples of the areas of learning and development and shows the links between the way in which your child learns and what they learn.



As a mum or dad, how can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school.

Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real difference to your child's confidence as a young learner.



If you're looking for new ideas for things to do then find out what is on offer at your local children's centre. Many offer 'messy play' activities which you and your child can join in with, and many of the activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages.

How can I find out how my child is getting on?

It is important that you and the professionals caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child. These conversations will either need to be with your childminder or, in a larger setting like a nursery, with your child's "key person". This is the person who:

- Is your main point of contact within the setting
- Helps your child to become settled, happy and safe
- Is responsible for your child's care, development and learning
- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how to help your child at home

You should be able to get information about your child's development at any time and there are two stages (at age 2, and again at age 5) when the professionals caring for your child must give you written information about how he or she is doing.

Try to speak to your child's key person as often as possible about what your child has been doing, what they have enjoyed, what they need to be doing more of and what you can do at home.



When your child is 2

At some point after your child turns 2, the professionals working with your child must give you a written summary of how your child is progressing against the 3 prime areas of learning:

- communication and language;
- physical development; and
- personal, social and emotional development.

This is called **the progress check at age 2**.

This check will highlight areas where your child is progressing well and any where they might need some extra help or support - and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).



When your child is 5

At the end of the EYFS - in the summer term of the reception year in school - teachers complete an assessment which is known as the **EYFS Profile**. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time.

Another important part of the EYFS Profile is your knowledge about your child's learning and development, so do let your child's class teacher know about what your child does with you: such as how confident your child is in writing their name, reading and talking about a favourite book, speaking to people your child is not so familiar with or their understanding of numbers.

All of the information collected is used to judge how your child is doing in the 7 areas of learning and development. Finding out at this stage how your child is doing will mean that the teacher your child has in their next school year - year 1 - will know what your child really enjoys doing and does well, as well as helping them decide if your child needs a bit of extra support, what that support should be and if they are already getting it.

The school will give you a report of your child's progress, including information from his or her EYFS Profile.

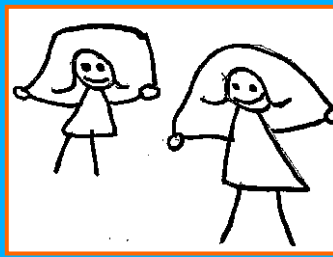
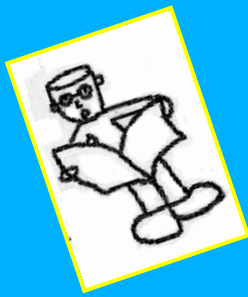
Where can I go for further information?

The most important place to find out more is **your child's childminder or nursery** - do ask as many questions as you need to. Providers really do welcome speaking with you.

You may want to find out what is on offer at **your local children's centre**.

You can find the **Early Years Foundation Stage** which includes the early learning goals at www.foundationyears.org.uk. The foundation years website also includes a range of resources and contacts.





General Information

Accidents

Nursery Policies and Procedures are in place and are adhered to by staff to ensure the health and safety of all children. These policies and procedures are available to parents and carers through the school website. Should an accident occur of any kind during a nursery session, details will be noted in the 'Accident Book' which the collecting adult will be asked to read and sign.

Medication

If medicine is required to be administered to a child during the nursery day parents are required to complete the appropriate forms at the main school office. Only prescribed medicine can be administered. Medicine should be handed to the main school office staff.

Attendance

If your child is absent for any reason, please let us know by phoning the main school office. We encourage regular attendance at nursery so that we can provide your child with as many learning experiences as possible.

Illness

We ask that you keep your child at home if they have an infectious illness which could spread to other children or staff. Parents/carers should seek medical advice about children's return to nursery after illness. Some guidelines are indicated below.

Sickness or diarrhoea - 48 hours after the symptoms have resolved.

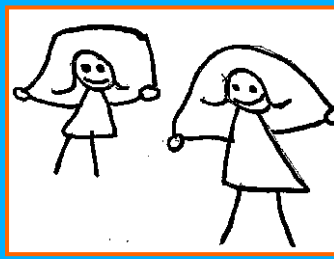
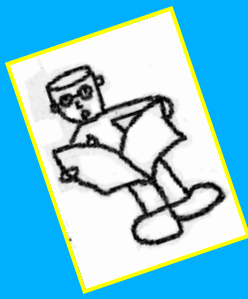
Chicken pox - 10 days from the onset of rash

Impetigo - until the skin has healed

Conjunctivitis - until infection has been treated and cleared

If your child becomes ill while at nursery we will contact you by phone.

Please make sure the school office has up to date phone numbers for parents/carers and emergency contacts.



Birthdays

On a birthday everyone gathers to sing Happy Birthday and see the birthday child blow out the candles on a real birthday cake. Parents/carers may bring in small cakes and sweets to Nursery for birthdays but we request that no products with nuts are sent in and children will bring sweets home to have with parent's permission at the end of the day.

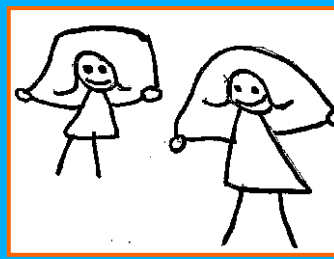
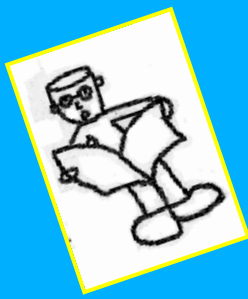


Special Educational Needs

All children have individual needs, but at some stage in their school careers a few children may experience difficulties which act as a barrier to their learning capability. These may be considered as Special Educational Needs (SEN).

These children will usually be identified as a result of observations made by the individual class teachers as well as by the regular screening and ongoing assessment procedures established in the school.

Our school policy for SEN also acknowledges the needs of gifted and talented children and the difficulties they may encounter. It is the school's aim to identify the children with special educational needs as early as possible so that they can receive the necessary support and provision.



Health and safety

Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.



Discipline

As in all schools, we have certain rules, largely designed to ensure the safety and happiness of your child, and all teachers have high expectations of how your child should behave in the classroom and around the school. We all encourage high standards of care and courtesy towards each other and this caring ethos of the school, being rather like a large family, is heavily promoted.

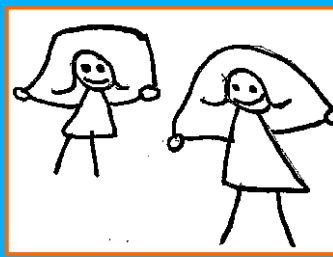
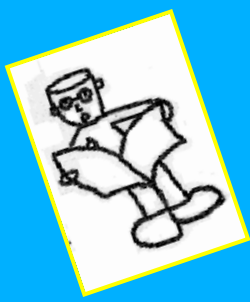
We are most fortunate in having such pleasant, polite and thoughtful children at Hazeldene and our approach to discipline through the active involvement of all staff, including the Learning Mentor, Midday Supervisors, class teachers, senior staff, Foundation Leader, Nursery Leader, Assistant Headteachers and Headteacher, ensures that serious concerns about discipline rarely arise.

Our Golden Rules are:

- Do be kind and helpful
- Do be gentle
- Do work hard,
- Do listen to people
- Do look after property
- Do be honest
- Do keep safe
- Do be polite

When issues first arise, they will normally be dealt with by the class teacher. Problems of a more serious nature will be passed on to, or immediately dealt with by, senior staff.

If a child's behaviour does cause serious concern then the Headteacher would request a formal meeting with parents to discuss the issue and jointly work towards an improvement.



Before and After School Care

Care facilities are available. During term time, we care for children from 8.00 am until 6.00 pm. Please contact the care club directly on 0745691018 if you want to use the care service, which is managed by the school. Please note that there are only a limited number of places and booking well in advance is essential. Children in the Nursery can access the Care Club.

Jewellery

Children should not wear jewellery to school. For safety reasons, the wearing of sleepers and other 'loop' earrings is not allowed. Stud-type earrings are acceptable but definitely not encouraged, although these must be removed for PE lessons by the child. If children cannot manage to remove their own earrings, we would ask that these be left off on PE and swimming days. We cannot take responsibility for the safekeeping of these earrings.

School Security

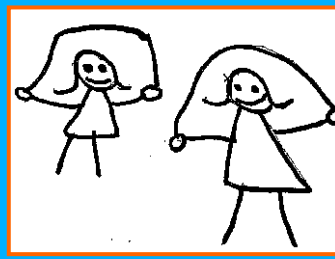
In the interests of the security of our children and staff, all parent helpers are requested to 'sign in' at the office and collect a visitor's badge. Visitors without a badge can expect to be challenged by a member of staff. A key coded entry system restricts admission to the main teaching block.

Bicycles at School

As part of our promotion of 'Healthy Living,' our children are allowed to ride their bicycles to school, although only if accompanied by a responsible adult. We have cycle racks where children can leave their locked bicycle all day (at the owner's risk). The safety of our children is paramount, so the children need to be suitably dressed and **must wear a helmet**. Cycles must not be ridden inside the school grounds for the safety of others.

The riding of scooters (or similar) is not permitted inside the school grounds.





Reading

Reading is a strength at our school. We recognise the good experience of books pleasure and to find information.

Writing

Our children are given many opportunities across the whole curriculum to write



Car Parking

Parking space at Hazeldene is very limited and is only to be used for staff cars and occasional official visitors, but we do occasionally issue parking permits to disabled parents. Our main concern is for the safety of the children and also to ensure that access is always available for emergency vehicles. Any permit holder prejudicing the safety of our children and parents will have the permit withdrawn.

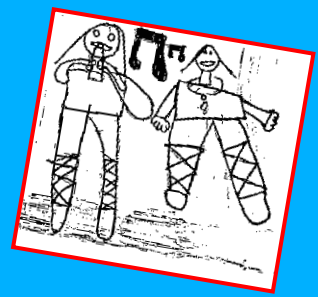
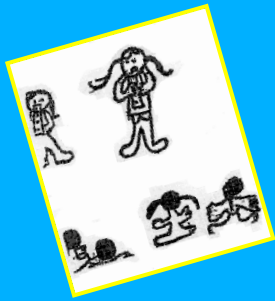
We should be grateful, therefore, if parents would observe the following guidelines:

1. Please do not use Cambrian Way and Hartshill (the section leading to the gates) for dropping off or collecting children or as a turning or parking space.
2. Cars **ARE NOT** permitted into the school grounds after 8.15 am unless prior arrangements have been made with the Headteacher. A car permit may be available for disabled drivers and other special exceptions to the 'No parking' rule.

The Community Police Officer makes regular patrols at the beginning and end of school hours to ensure that parents have parked legally and safely. We also urge parents and others delivering or collecting children by car to show consideration to local residents when parking.

Procedure for Complaints

As required under the Education Reform Act (1988), the Local Authority has a procedure whereby complaints about the curriculum and collective worship may be dealt with. Should parents find it necessary to consider making a formal complaint, they should bring the matter to the attention of the Headteacher. If parents find that they must embark upon the complaints procedure, then the Headteacher, on request, will provide them with the relevant details.



Child in Need Referral

There may be circumstances when we feel that you and your family may benefit from support from other agencies, e.g. Social Services. We shall then complete a 'Common Assessment Framework' form (CAF). Before we can do this we will need to seek your permission. Please remember that we have your child's best interests at heart at all times.

Child Protection

As a school, we have a statutory duty to assist Social Services departments acting on behalf of children in need or enquiring into allegations of child abuse. In addition, we have a pastoral responsibility towards our children and we believe that our children have a fundamental right to be protected from harm. Our policy reflects both our statutory and pastoral responsibilities to behave as a caring parent would.



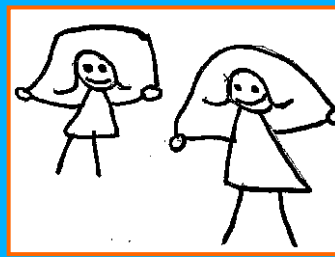
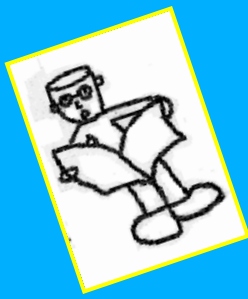
Head Lice

Head lice are a common occurrence at every school/nursery. If you suspect that your child has them, please notify us and treat your child accordingly.

Smoking

Please note that our school operates a strict non-smoking policy.





Enrolment Arrangements

Application forms for admission to lower schools are available from schools at the start of the Autumn Term (October) These should be completed and returned to your first choice lower school by the middle of January, you can also apply on-line directly to Admissions at Borough Hall. Parents are informed directly from Borough Hall at the end of April.



In the Summer Term, you will be invited to a Parents' Information Evening, where you become acquainted with the school and your child's own class teacher.