

'Every Bud Deserves a Chance to Blossom'



Prospectus



Tel: 01254 231589

www.fairfield.lancs.sch.uk



Values & Ethos

At Fairfield we believe that all children are unique. Our principles celebrate the importance of promoting positive relationships and providing an enabling environment that supports children's learning and development. Through our pedagogy we wish our children to become:

Communicators

Our children are able to express themselves effectively in their own unique way, showing awareness of others

Reflective

Children have an awareness of themselves. They are thoughtful and considerate. They are motivated to try again, find out more and review their work and test ideas

Explorer

Children are curious, fascinated and inspired by the world around them. They take risks and can be independent in their experiences

Creative

Children embrace learning in a creative and imaginative way. They try different methods to solve problems using remarkable and interesting approaches

Resilient

Children are confident. They are secure emotionally and in their environment. They are able to learn by trial and error and bounce back when they are confronted with difficult situations

Our children are able to interact with appropriately qualified, experienced adults and early years teachers in a safe, stimulating, caring and loving environment. They are encouraged to progress at a pace that is right for them as individuals, taking account of any particular needs they might have.

Your child will be part of a group led by a key person. This group has a mix of ages.

'Every Bud Deserves a Chance to Blossom'

The staff focus on children's interests, they work co-operatively to plan provision from the children's viewpoint

We believe that:-

Children need to feel relaxed and confident in a safe, happy, loving environment. The early years of children's education should be of a high quality in order to improve their life chances.

Learning in the outdoors is valued equally as the indoors. Children access our wonderful woods on a weekly basis. All children have access to the outdoors and are free to choose when they do so.

Children should be regarded as strong, powerful and competent learners. In order to develop positive learning dispositions children must be stimulated and encouraged to try new challenges. They should be praised for their efforts and perseverance rather than the end product. Children should be given opportunities to assume some responsibility.

Through this child-centred approach children should be able to develop into active rather than passive learners. This involves initiating activities, seeking information and seeing themselves as a resource for others. They will then be part of the community of learners.

We will work to:-

- Protect children from abuse or neglect.
- Safeguard the welfare of children from bullying and harassment.
- Ensure that children are well nourished and active.
- Develop positive attitudes in children and their carers.
- Meet the education needs of the local community.
- Provide high quality teaching and learning throughout the Early Years Foundation Stage.
- Develop good patterns of attendance.
- Consult children, enabling them to contribute to decisions which affect them
- Develop responsible behaviour in the community.
- Support parents, staff and children to recognise their involvement in the process of learning and development.

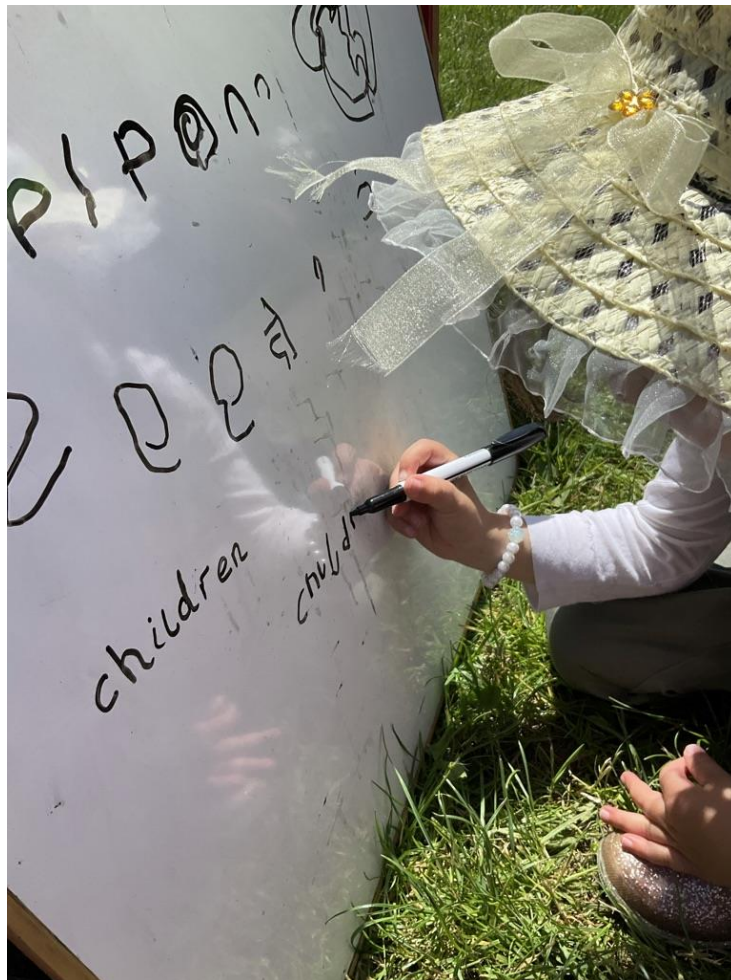
How will we meet your child's needs?

- Your child will be welcomed, included and valued
- By having a partnership with you as parents and wider families, developing and nurturing trust in a reciprocal and respectful way that impacts your child's achievements
- Your child will have a nominated key worker in the nursery setting who will develop in-depth knowledge about you and your child.
- All key workers are responsible for all children in nursery, the school team and parents will work together to support every aspect of the your child's needs
- Your child's well-being and involvement is very important and will be carefully monitored by all staff
- Your child will be closely observed, listened to and their ideas valued.
- Your child will be encouraged to interact with groups of children to encourage them to see things from other's view points
- Planning for both indoors and outdoors will recognise the individual children's interests, needs and levels of support
- Positive attitudes and dispositions to learning will be encouraged at all times
- Experiences and opportunities provided will build on what your child already knows and can do
- Your child will be encouraged to initiate their own projects which may be returned to at any time
- The process of learning will be given more importance than the “end product”
- Your child will experience well planned play that is both challenging and fun, and will be central to their learning
- All Children have a choice of resources that are well organised to encourage independence, choice and learning dispositions
- Adults facilitate learning experiences through the children's own play and interests
- Activities and experiences will be planned and organised to incorporate all areas of learning concentrating on the development of learning strategies. The areas of learning are:
 - Personal, Social and Emotional Development
 - Communication and Language
 - Physical Development
 - Literacy
 - Mathematics
 - Understanding the World
 - Expressive Arts and Design

How will we assess children's progress?

Planning for individual children's developmental needs and learning will be based on continual, careful observational assessments made by all the staff and parents. Observations of children in the home contribute to the planning for children's needs and development. Teachers will support wider staff in identifying the next steps for the children. Discussions about images, films and observations with parents form part of the observational assessments.

All nursery staff contribute to children's learning and development by documenting our image of the child, taking photographic evidence and video observations. These are shared with parents who are encouraged to contribute to the observations. Each key worker works closely with the class teacher providing further expertise in children's learning and development. This information will be used to help plan the next steps in each child's learning and development.



Admissions

At Fairfield we have nursery places available for 2, 3 and 4 year olds. We offer either five mornings or five afternoons for the 15 hours funding and a combination of both sessions for 2, 3 and 4 year olds who are eligible for the 30 hour funding.

We will discuss further options of accessing our nursery on request.

Morning sessions are 8.40am to 11.40am

Afternoon sessions are 12.35pm to 3.35pm

Full days (30 hour places only) are 8.40am to 3.35pm

How To Apply for a Nursery Place

Application forms are available from Nursery or our website and should be returned to reception with your child's original **birth certificate** and any additional supporting **eligibility documents**.

Children	Funded Hours	Eligibility	Where to Apply for Funding	Eligibility Documents
2 Year Old	15	Families receiving certain government benefits	lancashire.gov.uk or telephone 0300 123 6712	Golden Ticket Eligibility Letter
2,3,4 Year Old	30	Working Families	beststartinlife.gov.uk	11 Digit Eligibility Code
3-4 Year Old	15	All Families	Not Applicable. All children are eligible for funding	None

2 year olds who are not eligible for a funded place are welcome and will be charged until the term after their third birthday.

Fairfield Admission arrangements are determined by the local authority. Please visit lancashire.gov.uk for parent information on Nursery School Admissions in Lancashire.

Getting your child settled at nursery

Children have already developed strong attachments to people around them before they start nursery and we wish to support their transition into nursery.

Before your child starts we will arrange either a meeting at school or a home visit where we can get to know each other and learn about your child. Visits with your child in the nursery will follow and you will be asked to stay with them for a week before they are left on their own. This is a very important time, when your child will begin to trust us and feel safe and secure in this new and unfamiliar environment.

If you have difficulty staying with your child, please discuss this with either the head teacher or your key person.

What if my child has Special Educational Needs?

We aim for all children to have their needs met in the nursery. The nursery is fully accessible to all children. If your child is having greater difficulty in learning than other children of the same age please come and discuss their needs with the head teacher or school SENCO. If we feel that your child is experiencing difficulties in nursery we will discuss this with you. Heather Fleming is the teacher responsible for Special Educational Needs. Please refer to the nursery's parent's guide for children with additional needs.

School Fund

During your child's time at nursery many extra things are provided; such as daily healthy snacks, birthday presents, parties, fun trails, baking, photographs etc. These special items are bought from a pot of money raised by our very generous parents and carers through supporting fundraising activities such as sponsored walks. All contributions we receive are greatly appreciated.

Texting Service

As a school we regularly text information to parents about; closures, inset days, absences etc. This is an important way in which we can communicate with all parents. It is vital we have a current phone number and are told of any changes immediately.

Class Dojo

To keep you informed and to communicate what is happening in our nursery we use class dojo. It provides you with photos and updates on daily life in nursery. Parents need to sign up to be placed on the system.

Practical Information - What should children wear?

- Clothes that are suitable for a variety of indoor and outdoor play like painting, playing with clay, water and mud kitchen
- Clothes that are easy to manage when the toilet is needed (elasticated waist trousers are ideal)
- Sleeves that can be pushed up
- A warm, waterproof coat with a loop for hanging on the hook
- Soft soled shoes that have a good grip
- Wellington boots
- Sun hat for warm weather
- Warm hat for cold weather
- Wetsuit (either all in one or pants and coat)

IN THE INTERESTS OF CHILDREN'S SAFETY WE DO NOT ALLOW ANY JEWELLERY TO BE WORN IN THE NURSERY. IF YOU INTEND HAVING YOUR CHILD'S EARS PIERCED WE ASK THAT YOU WAIT UNTIL THE START OF THE SUMMER HOLIDAYS AS EARRINGS MUST BE REMOVED FOR NURSERY

What happens if my child is ill?

Call us immediately if your child cannot attend nursery on **01254 231589**

Poorly children do not enjoy nursery. If your child becomes ill whilst at nursery we will comfort and meet the child's needs whilst we contact you or another authorised adult to come and collect your child.

ILLNESS/INFECTION	PERIOD TO BE KEPT AWAY FROM NURSERY
Flu or Influenza like illness	Until recovered
Vomiting/Diarrhoea	48 hours from last episode
Chicken Pox	At least 5 days from onset of rash and until all blisters (spots) have crusted over
German Measles	4 days from onset of rash and well enough
Mumps	For five days after onset of swelling
Scarlet Fever	Until 24 hours after starting antibiotic treatment
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment

What if my child needs medication?

If your child needs an inhaler please let us have a spare one that can be kept at nursery. It is expected that medication will be administered at home. In cases where medication is required within session time and is prescribed by a doctor, you must complete an authorisation form. No other medication is given at the nursery.

What happens if my child has an incident or accident at nursery?

We use a service called Medical Tracker to inform parents/carers by email of first aid incidents and medication administration. It also allows us to analyse the data we record. Medical Tracker will be beneficial to you because:

- We can record and track first aid incidents that involve your child
- We can record and track medication administration that involves your child
- You can be notified immediately after a first aid incident by email
- You can be notified immediately after medication has been administered by email

To use Medical Tracker effectively we will ask you for the best email address to use to notify you of incidents.

Snacks at Nursery

We help to promote a healthy diet and good dental practice. Each day children are provided with milk or water. Snacks of fruit and vegetables are provided daily. The staff ensure that hygiene is given a high priority and children understand the need for hand washing.

IT IS ESSENTIAL THAT YOU INFORM THE NURSERY IF YOUR CHILD HAS AN ALLERGY TO ANY PARTICULAR FOOD

Holiday and extended absence requests.

The school Holiday List can be viewed on our website. Alternatively copies are available for parents in reception.

At Fairfield we recognise that attending nursery regularly has a positive impact on learning and progress and therefore the best life chances for children. We will encourage good attendance for all children by offering an environment in which pupils feel valued and part of the nursery community.

For your child to gain the greatest benefit from their nursery education it is vital that they attend regularly. Your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time without prior arrangement with the Headteacher. Requests for absence forms must be completed four weeks prior. A decision will then be sent to parents/carers. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

Positive Behaviour and anti-bullying

We believe that good levels of behaviour and mutual respect are essential in order to achieve high standards of education and care. Research has shown that children who succeed have close relationships with others, feel valued by their community and have a sense of control over their lives. Children in trouble feel isolated, useless to society and powerless. We believe it is important that each child believes they have a place to belong, that they are capable and can do it, that they can make a difference and that they can handle what comes. At Fairfield we will work closely with your child and family in supporting them to develop these beliefs in order that they will be able to meet the challenges that life brings them. You can find our behaviour policy on the schools website.

Safeguarding and Child Protection

Our school has a safeguarding policy to ensure that every child who is at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children at our school to have the best outcomes.

Our school fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children who are registered at our school.

Nursery has a password system that is used to safeguard children when someone different is picking up. We ask that parents share their secret word with the adult and inform nursery when someone different will be picking up. Nursery staff will always ask the adult what the secret word is before allowing children to leave the building.

The nursery policy is that no minor under the age of fourteen years of age is allowed to pick up children without another adult being with them.

Sacha Walker-Byrne and Heather Fleming are the named designated senior leaders (DSL).

Care and Control of Pupils

Physical intervention by staff may be needed if a child is at risk of hurting themselves or others, seriously disrupting good order or causing damage to property. In such circumstances staff will follow the schools policy

Student Training

Fairfield Nursery School is committed to working in partnership with colleges, universities and teaching hospitals. The purpose of this work commitment is to ensure a high quality future workforce that will be well equipped to work with children.

During your child's time in the nursery provision it is likely that nursery nurses, teachers, speech therapist and health & social care students will be taking up placements.

Please feel assured that students are never counted in our children to adult ratios.

Students are often required to undertake observations of individuals and groups of children as part of their course work. Children remain anonymous in any written observations undertaken by students.

Please feel welcome to come into nursery and discuss any aspects of student placements with the head teacher at any time.



What if you are unhappy about something?

Whilst we try hard to get things right we recognise that there may be times when a complaint is justified.

In the first instance please feel welcome to discuss any concerns with the Head Teacher.

If in the event that you are still unhappy, a complaints procedure is available on request or can be viewed on the schools website.

Should your complaint remain unresolved you are entitled to get in touch with OFSTED at enquiries@ofsted.gov.uk or 0300 123 4666.

The future development of our services will be shaped by the feedback and suggestions given to us by parents and children. Therefore we welcome your comments on how you think things could be better and what you think really works.

