

Aspiring Foundations Federated Nursery Schools

Ditton Nursery School

# Prospectus



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Ditton Early Years Centre

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# Welcome!

We are delighted that you have chosen to bring your child to our nursery school. Through partnership we aim to provide education and care of the highest possible quality for young children at this crucially formative stage of their lives.

This prospectus aims to give you information which will help you to understand more about the Nursery School so that together we can ensure that your child's early years' experience is both happy and worthwhile.

Amanda Brown

Executive Headteacher, B.Ed. (Hons), EYPS, NPQH.

## Vision Statement

At Aspiring Foundations Federated Nursery Schools we aspire to serve our communities by providing happy, secure and caring environments where all are valued and respected. We believe in the uniqueness of the individual and recognise the diversity and range of contributions that each can make.

We endeavour to provide high quality care and education using a nurturing approach within a challenging, creative, stimulating and mutually supportive environment where children are offered extended opportunities for learning, and enabled to develop the skills they require for living.

We aim to:

- Have confident, happy, independent learners who enjoy coming to school
- Unlock every child's potential via our child centred, key person approach
- Meet the needs of parents and children by building trusting relationships
- Encourage children to play and learn alongside their peers; to learn to care for themselves, and in time for others
- To be a place where children and adults learn together - finding out about the world through visits, visitors and new experiences
- To celebrate success

## Ditton Nursery School

The range of activities and experiences we offer are concerned with the young child's emotional, social, physical, aesthetic and intellectual development. We take into account the fact that everyone develops in different ways and at different rates.

Development is a continual process. We aim to encourage the individual child to develop his/her abilities to their fullest potential, in an enjoyable way.

Outside, we are fortunate in having a large grassed area with climbing equipment and structures to encourage imaginative play.

There is a hard area for ball skills & wheeled toys and an outdoor classroom currently used as a construction area. We regard outdoor play as an integral part of our curriculum.

There are many opportunities to play, explore and talk which are the key processes for learning in the early years.

We are one of three maintained Nursery Schools in Widnes. When the children leave this Nursery School and early years centre they are admitted to various infant/primary schools.

Our Nursery School staff are fully trained and all staff and students are DBS checked.

## Nursery School Staff

Teachers and Teaching Assistants work closely together as a team. The staffing ratio is 1:13.

|                 |  |
|-----------------|--|
| Amanda Brown    | Executive Head Teacher<br>(Ditton and Warrington Road Nurseries) |
| Maraide Hurst   | Assistant Head / SENCO   |
| Jane Storey     | Teacher  |
| Suzanne Elson   | Teacher (1 day per week)   |
| Joanne Quinn    | Senior Early Years Practitioner                                  |
| Laura Fallon    | Early Years Practitioner   |
| Zara Royle      | Teaching Assistant   |
| Sammy Navin     | Teaching Assistant   |
| Nicola Stanners | Classroom Support Assistant                                      |
| Christine Owen  | Classroom Support Assistant                                      |
| Ian Oliver      | Site Manager   |
| Mandie Crank    | Office Manager   |
| Amanda Butler   | School Secretary   |

We also have a number of students who will work with the children during the year. These include Teacher Training students who are on work based placements and pupils from local secondary schools on work experience.

## Admission Policy

The admission policy is determined by Halton Borough Council. A copy of the policy is available from the office on request.

New children are admitted in the September following their 3<sup>rd</sup> birthday. All children attend on a part-time basis (15 hours per week), and some children can attend for 30 hours per week depending on parental eligibility. Children attend for 3 terms although it is sometimes possible for some children to attend for more than 3 terms if places are available.

We regard parents/carers as valued partners. They are encouraged to visit the school prior to their child's admission. We offer a home visit for all children prior to their start date. Here you will get to meet your child's key person, and this allows them to find out important things about your child. We believe it is vital that parents should have the opportunity to tell us about their children and to learn something about our school setting and what we are trying to achieve.

We aim to provide a welcoming environment. We operate a policy of gradual, staggered admission of new children. We believe that this helps the children to feel more confident and secure in adjusting to a different situation.

## Session times

|                    |                 |
|--------------------|-----------------|
| Morning sessions   | 8.30 - 11.30am  |
| Afternoon sessions | 12.20 - 3.20pm  |
| 30 Hours           | 8.30am - 2.30pm |

It is really important that children arrive on time for their sessions and attend regularly in order for them to benefit fully from the provision here. Children spend time as a key group, if they are late they can miss this important time.

At the start of the session we ask you to bring your child into Nursery to self-register with their key person. This gives you chance to let us know any important things that have happened since we last saw your child.

At the end of the session your child will be handed over to you. Please remember that it is a regulation that children must be collected by an adult (someone aged 16 or over). Please tell us if somebody different will be collecting your child. If we do not know this person then, for safeguarding reasons, we will ask you to provide a 'password' so we are sure that your child is being passed to the correct adult. We understand that occasionally circumstances can delay the adult who is collecting a child but please phone and let us know. Where no contact is made we will then try the alternative numbers given to us on your admission form so please ensure you update your contacts if there is any change. If we cannot contact any of your child's emergency contacts then we will refer to our uncollected child policy. We will always keep your child safe.

## Key person

Your child will be allocated a key person when they start at Ditton Nursery School. This person will have special responsibility for your child and will work closely with you to ensure their needs are met.

## Profiles of Development

All parents / carers are asked to provide an A4 file

Examples of your child's recorded work will be put in their file together with photographs taken in the nursery and on outings.

On leaving the nursery the file (with photographs) is for you to keep.

## Parents/Carers Help

Parental involvement in school is highly valued. All parents/ carers are asked if they would like to be parent helpers.

We ask all helpers to complete a DBS Check prior to starting.

We believe that an effective partnership between home and school is of great value. The nursery staff aim to work with parents/carers for the benefit of the whole school and community.

## Trips

All parent/carers are welcome to accompany their children on the trips we make each year. We try to keep the cost to a minimum. You are also welcome to take photos of your child for your own personal use, but for the safety of your child at nursery we ask that you don't upload photos of school trips to social networking sites.

## Snack

We provide children with a healthy snack each day, and throughout the year organise a variety of trips and visitors. To help us pay for this we ask for a voluntary contribution of £8.00 per half term for 15 hour children and £16.00 per half term for 30 hour children.

## Behaviour and Discipline

We aim to provide an environment where all children feel safe, secure and valued. We encourage care and respect for each other and for property. We encourage the children to learn to co-operate with each other, to develop self control and to take turns.

We reinforce positive behaviour and attitudes in all the children by appropriate praise and encouragement.

We hope that parents/carers will tell us if they are concerned about their child's happiness or behaviour. If we are concerned about a child, we will discuss this with you.

We have an open door policy here and welcome your comments, ideas and questions.

## Health and Safety

The children's safety and well-being are of prime importance. We follow Halton Borough Council's Health and Safety Policy.

We have regular fire practices in liaison with the whole centre.

## Security

The nursery doors are opened at the beginning and end of each session. For the rest of the time they are locked. If you need to collect your child early you will have to ring for admission. All visitors are asked to sign in at the main reception.

## Illness

If your child has a medical or physical condition which could affect him/her in school - please let us know.

If your child becomes unwell in school, we will try to contact you so please make sure that you tell us of any changes to your telephone number, the emergency telephone number or address.

The best place for a child who is ill is at home where they can rest in a quiet place. If your child has been sick and/or had diarrhoea please do not bring him/her back to school until they have been clear for at least 48 hours, because it is very infectious. If your child has been prescribed antibiotics they need at least 24 hours at home in case of any adverse reaction.

Members of the staff who are qualified first aiders give treatment if anyone is hurt in school. The accident will be recorded in a book and you will be asked to sign this book when you pick up your child.

## Special Educational Needs and Disabilities

We regard every child as an individual with his/her own strengths and areas for development. All children are equally valued and have access to all areas of the curriculum. All children have abilities which can be promoted. We provide a wide variety of resources to help us to extend their abilities at all levels. If the nursery school believes that a child would benefit from additional help this is discussed with the parents, so that appropriate action can be started. The school follows the Code of Practice on the identification and assessment of special educational needs.

## Equal Opportunities

The school aims to provide equality of opportunity for all children, whatever their ability, gender, ethnic group, religion or background. We recognise the cultural diversity of our society. We introduce children to different cultures through stories, songs, pictures, dressing-up clothes and equipment. We aim to enable all children to respect and value other cultures, traditions and ways of life.

## Complaints Procedure

As far as possible any queries or concerns about the School and the curriculum should be resolved by informal contact with the teacher and headteacher. Where such discussions do not resolve the problem it will be referred to the Governing Body, in line with our complaints policy.

## Zero Tolerance

Verbal abuse, aggression and violence towards staff are not acceptable and will not be tolerated. Any incidents will be reported to the Governing Body and if necessary legal action will be taken.

## Operation Encompass

Our school is part of a project that run jointly between Halton schools and Cheshire Police. This project is called Operation Encompass. It aims to support children who are affected by domestic violence by ensuring that their school is informed. This then allows the school to provide intervention and support the children. Our trained Key Adults are Amanda Brown and Maraide Hurst who liaise with the Police and use the information to support our children. If you have any other questions about this project, please do not hesitate to contact us.

## Safeguarding

Ditton Nursery School is committed to the safety of children at all times. We will offer to support families with any concerns they may have. Any safeguarding issues are always discussed with the parent / carer first, unless the allegation relates to sexual abuse. We will also seek advice from the local authority where appropriate. The designated person for safeguarding is Amanda Brown and the deputy designated person is Maraide Hurst. The designated governor for safeguarding is Tamasine Vickery. We have a range of policies which support us in keeping children safe. These include:

|                                    |                              |
|------------------------------------|------------------------------|
| Safeguarding and Child protection  | E Safety                     |
| Whistleblowing                     | Achieving Positive Behaviour |
| Children's Rights and Entitlements | Confidentiality              |
| Allegations Against Adults         | Information Sharing          |

If you are concerned about the behaviour of a member of staff please see Amanda Brown - Headteacher.

If you are concerned about the behaviour of the Headteacher please contact Claire Lomax - Governing Body Chair 0151 511 7375.

## Information sharing

We abide by the General Data Protection Regulations. We will hold information relating to your child's progress to:

- support their teaching and learning
- monitor and report on their progress
- provide appropriate care
- assess how well the school is doing

Information about your child's progress will be shared with their next school on transition. We do not give information about your child to anyone outside the school without your consent, unless this relates to safeguarding a child's welfare.

## E Safety

The use of ICT is an important part of learning in every school. Our computers are all protected by Halton Borough Council's web filtering service. This means that all internet access is controlled and monitored. Alongside this it is an important part of our everyday practice to start to teach children how to stay safe when they are using computers. This can be reinforced at home. From this early age it is important that when children are accessing the internet (via a tablet, on a phone, PC etc.) that you set 'safe rules' for doing so. Ensure that you know when your child is using an electronic device - ie downstairs with you and not in their bedroom alone. They must learn to let what they are doing you know when they are doing it. This will set good habits for the future and help your child to learn how to stay safe.

## School Governors

|                          |                          |
|--------------------------|--------------------------|
| Barry Quinn (Vice Chair) | Co-opted Governor        |
| Tamasine Vickery         | Co-opted Governor        |
| Vacancy                  | Associated Governor      |
| Tom McInerney            | Associated Governor      |
| Vacancy                  | Co-opted Governor        |
| Val Armor                | Co-opted Governor        |
| Eileen Stein             | Co-opted Governor        |
| Emma Redmond             | Co-opted Governor        |
| Suzanne Elson            | Staff Governor           |
| Maraide Hurst            | Staff Governor           |
| Kaylee Webb              | Parent Governor          |
| Clive Hird               | Parent Governor          |
| Amanda Brown             | Head Teacher             |
| Claire Lomax (Chair)     | Local Authority Governor |

The school governors meet at least once a term and more often if required.

Governors are available via the school for any parent who wishes more information or to discuss any issue.

# Notes





# Aspiring Foundations Federated Nursery Schools

**Warrington Road Nursery School**  
Warrington Road Children's Centre  
Naylor Road  
Widnes  
Cheshire  
WA8  
OBS  
Tel: 0151 424 4686 (option 2)



**Ditton Nursery School**  
Ditton Early Years Centre  
Dundalk Road  
Widnes  
Cheshire  
WA8 8DF  
Tel: 0151 424 4687  
Tel: 0151 424 4687



Federation website: [www.aspiringfoundationschools.uk](http://www.aspiringfoundationschools.uk)



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