

# Allens Croft Nursery School



If you require a large print copy or other accessible format,  
please contact the Nursery:

Call - 0121 675 0362 or

E-mail - [enquiry@allenscn.bham.sch.uk](mailto:enquiry@allenscn.bham.sch.uk)

*For regular updates and information please like and visit our  
Facebook page!*



Updated July 19

## Nursery Handbook



## Allens Croft Nursery School

<b>Our Address</b>	Allens Croft Road Kings Heath Birmingham B14 6RP
<b>Telephone</b>	0121 675 0362
<b>Executive Head Teacher</b>	David Aldworth
<b>Deputy Head Teacher</b>	Laura Hitchmough
<b>Strategic Business Manager</b>	Selina Galsinh
<b>Disability Resource Centre Manager</b>	Ann McNutt
<b>Nursery Manager</b>	Amanda Smith
<b>Chair of Local Committee</b>	Sue Sidaway

### THE BIRMINGHAM FEDERATION OF MAINTAINED NURSERY SCHOOLS

**Vision : . We have a shared vision to achieve a single sustainable organisation, city wide, with strong strategic governance and leadership delivering an inclusive and safe child led learning experience, strong family partnerships and outstanding outcomes for all children.**

Allens Croft Nursery School—Jakeman Nursery School—Shenley Fields Nursery School

Kings Norton Nursery School—Selly Oak Nursery School—Weoley Castle Nursery School

Lillian De Lissa Nursery School —St Thomas Centre Nursery School—Newtown Nursery School

Adderley Nursery School—Gracelands Nursery School—Highfield Nursery School

As you will be aware following a period of consultation last academic year, 12 maintained Birmingham Nursery Schools made the decision to join together to form a federation. All these schools have a shared vision to achieve a single sustainable organisation, city wide, with strong strategic governance and leadership delivering an inclusive and safe child led learning experience, strong family partnerships and outstanding outcomes for all children.

Federation will bring a better opportunity to secure strong, strategic leadership. Bringing all schools under one leadership structure to ensure that the best practice from each school can be applied to all. There is now a growing body of evidence nationally that Federations are successful and have led to improved outcomes for children and better professional opportunities for staff.

There will now be a single Governing Board (GB) covering all schools, supported by local sub-committees.

Allens Croft Nursery School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our Nursery will support all children by:

- Promoting a caring, safe and positive environment within the School;
- Encouraging self-esteem and self-assertiveness;
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect or abuse. All staff have a duty of care and receive regular safeguarding training/updates, to ensure children are safeguarded at all times

At Allens Croft Nursery School in order to protect our children, we aim to:

Create an atmosphere where all our children feel secure, valued and listened to;

- Recognise signs and symptoms of abuse;
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact one of the following staff members as quickly as possible:

DSL: Ann McNutt, Sue Sidaway David Aldworth, Laura Hitchmough, Amanda Smith, Lisa O'Connor

# WELCOME!

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On behalf of all the Staff, we would like to welcome you and your child to Allens Croft Nursery School. We hope that he/she will be very happy here. Our aim is to provide a secure, yet stimulating environment, which offers a variety of new experiences and opportunities for learning through play.

If at any time you are worried about your child, please come and talk about the problem, privately if you wish.

# Code of Conduct for all Staff

At Allens Croft Nursery School all adults in our community of learning adhere to the following statements:

**DEMOCRACY:** Everyone has a voice and a say in what we do and how we do it.

**MUTUAL RESPECT:** We admire and acknowledge everyone's abilities, qualities and achievements.

**LIBERTY:** We have the freedom to make our own choices.

**TOLERANCE:** We accept that everyone has the right to their own views and opinions.

**RULE OF LAW:** We have community rules and practices which keeps our learning community safe and a code of conduct for all adults working within our service.

## TRANSFER TO PRIMARY SCHOOL

These are now done centrally by the Local Authority. The on-line application will open in the Autumn Term. It is important that you look out for this. If you have questions please speak with one of the teaching team in Nursery.

We look forward to getting to know your child and your family.

We again welcome you and hope you have a great time!



To help us to process your request quickly, please clearly mark / state any correspondence as a "PUBLICATIONS SCHEME REQUEST".

#### Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

Our Data Protection Officer is Tania Lane

To discuss information regarding your child's educational progress please refer to their class teacher.

The Nursery aims to improve the quality of children's learning and development so that their pre-school education provides them with a firm foundation for future success in education and throughout life. Our publication scheme is a way of showing how we pursue this aim.

# AIMS OF OUR NURSERY

To provide a friendly, relaxed, secure and stimulating Environment in which staff, parents, children and visitors feel welcome.

To provide a broad based curriculum in which situations and experiences are provided which enable each child to develop skills, concepts and attitudes which form the basis for the Early Years Foundation Stage.

To co-operate with other agencies in the interest of the child, the family and the community



To encourage concern for the environment

To encourage attitudes of co-operation and respect for others, regardless of gender, race, ability or culture.

To provide a friendly, relaxed, secure and stimulating environment in which staff, parents, children and visitors feel welcome.

## ATTENDANCE

**Full Day Care** : 8:00am - 5:00pm or 9:00am - 3:00pm

**Sessional Children 2 years+** 9.00 - 12.00noon or  
12.00noon - 3.00pm

### Nursery Part Time over Threes



9:00am - 3.00pm Mon and Tues

9.00am -12.00 noon Weds

OR 12.00 noon - 3.00pm Weds

9.00am - 3.00pm Thurs and Fri

Please note doors are opened at 3pm

**Parents may be able to top up their half days or purchase additional days subject to availability.**

**Extended Care** : 8:00am - 9:00am, 3:00pm - 5:00pm

For the children's safety the doors are only opened five minutes before the beginning and end of each session. Please collect your child promptly - being left in Nursery after all the others have gone home can be distressing for young children.

## PUBLICATION SCHEME - REQUESTING INFORMATION

In line with the Freedom of Information Act 2000 and our Publication Scheme, the Nursery strives to be clear and proactive about the information we make public. All information we currently publish (or have recently published) or which we will publish in the future is split into three broad topic areas:

**Governors Documents:** Governing Body documents.

**Children and Families:** information about policies that relate to children and their families.

**Nursery School Policies:** information about policies that relate to the Nursery in general.

Information provided is free unless stated otherwise (a nominal printing costs may apply), Personal information we hold will not be made public. You can request information in one of the following ways:

**Website:** [www.allenscn.bham.sch.uk](http://www.allenscn.bham.sch.uk)

**Email:** [enquiry@allenscn.bham.sch.uk](mailto:enquiry@allenscn.bham.sch.uk)

**Telephone:** 0121 675 0362

**Post:** Allens Croft Nursery School, Allens Croft Road, Kings Heath, Birmingham, B14 6RP.

Data Protection Officer— Tania Lane

## PARENTAL INVOLVEMENT

Your contribution by involving your child in everyday activities and tasks will help them to progress rapidly. You have already taught your child a tremendous amount. Please don't stop now! Join with us to make our centre a happy and rewarding experience.

We need your support - your child needs your encouragement and praise.

All our policy documents are available for your reference. If you would like more detailed information please see David Aldworth/Laura Hitchmough/Amanda Smith.

Children must be collected by the parent(s) / carer(s) responsible for the child or by the persons named on their record **NO OTHER PERSON WILL BE ALLOWED TO COLLECT YOUR CHILD, WHATEVER THE CIRCUMSTANCES, UNLESS WE HAVE BEEN NOTIFIED BY YOU.** This is to protect your child. Please ensure that your record is up to date and inform staff of any changes. Nobody under the age of 16 can collect.

## CHARGES

Full Day      8am - 5 pm = £48.00  
                    9am - 3 pm = £33.00

Session am/pm= £16.50

Top up/down= £16.50

Breakfast      8am-9am = £5.50

Extended care 3pm - 5pm = £11.00

## Early Education Entitlement for 2 year olds (EEE):

- There is an Early Education Entitlement available for children the term after their 2<sup>nd</sup> Birthday. This is only allocated to families who meet a certain criteria. This funding allows for up to 15 hours of free Nursery Education over the course of a week. Please speak to Amanda Smith (Nursery Manager)/office staff.

**For 3 year olds and 4 year olds:** - All children are entitled to 15 hours of free Nursery Education the term after their 3<sup>rd</sup> Birthday. 30 Hours free childcare is available to working parents who fit the criteria for more information please see

<https://www.childcarechoices.gov.uk> or <https://www.gov.uk/childcare-calculator> or ask staff in the office.

## HEALTH MATTERS

**Please check that your child has all the immunisations recommended for babies and young children.**

**This could protect other children as well as your own from certain diseases.**

Children suffering from sickness and/or diarrhoea should be kept at home for **AT LEAST 48 HOURS** after the last episode, to ensure that infection does not spread.

If your child has been prescribed medicine by a doctor it is advisable to keep him/her at home.

Medication can be given in nursery, but signed permission **MUST** be given by the parent/carer. If the medication is prescribed it must display a clear dispensing label on the bottle or box. Stating the child's name and date dispensed.

Any ongoing medical concerns can be discussed with centre staff and possible provisions undertaken.

Vegetarian diets are catered for, and children may bring a packed lunch if they prefer.

Children are supervised by our staff and are helped with developing skills such as using a knife and fork.

**Snack Bar** - Children have a snack each day of fruit and other healthy foods. Please pay £1 per child per week to cover the cost of snacks via the School Money website.

**Drinks** - Free milk and water is available throughout the sessions.

**Fruit Stall** - We sell fruit at the end of each session to encourage a healthy eating attitude. We ask that you do not give your child sweets/crisps when collecting, bring some fruit from home or buy some from the stall.

**Birthdays/Celebrations** - As a healthy centre we try to minimise children's access to sugary foods. However for a special occasion if you want to bring in a shop bought cake to share this will be given to the children to take home. Please do not bring sweets/lollipops etc...





We will always inform you at an early stage if we have any concerns about your child's behaviour and would like to work with you to help achieve improvements. In extreme circumstances it may be necessary to use a minimum degree of restraint for the shortest period of time to manage the behaviour of an individual child and the nature of the harm they might cause to themselves or others. Parents / carers will always be informed if this happens. Please do talk to us at any time if you have any concerns about behaviour in the Nursery or at home. You will always find an open door!

### **SCHOOL MEALS**

School Meals are available at the cost of £2.35 per day, £11.75 per week for children who attend full time.

Could parents/carers please pay by a Wednesday morning 10am for the following week and by using our School Money system.

[Schoolmoney.co.uk](http://Schoolmoney.co.uk)

Free school meals are provided for children whose parents are on certain benefits so please ask at the nursery office and we will give you all the information necessary to claim.

Any information of course will be confidential to the school.

## **Illness**

**Absence due to illness** - For all children, please ring 0121 675 0362, on the first day of your child's absence so that we can keep a record of why children are absent. If you do not call the Nursery to let us know of an absence, you will be contacted.

### **Inhalers**

Children who need to use inhalers for asthma may bring them to school in a labelled bag to be given to the group teacher with specific instructions for use - your child's use of the inhaler will then be monitored on a written record.

### **First Aid**

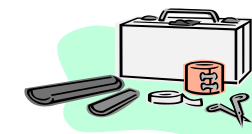
All staff are first aid trained. In the event of an accident our staff are willing to give treatment, within the limits of their training. Any emergencies will be dealt with appropriately and parents / carers informed if a more serious situation arises.



### **Absence for holiday**

Please inform the Nursery in writing if you are going on holiday as we are required to keep a note of this type of absence.

We do expect children to attend as fully as possible, and in the case of repeated or unexplained absences we will need to review your child's place.



## CHILD PROTECTION PROCEDURES

Our prime concern at all times is the safety and wellbeing of the children in our care. We are therefore obliged to follow recommended procedures for reporting of child abuse.

As a caring Nursery where the children's personal safety is of concern, we may have to consult outside agencies as a legal responsibility BEFORE we consult parents.

As part of our Safeguarding protocol we ask that mobile phones **are not used** within the nursery.

## COMPLAINTS PROCEDURES

We hope that your time at Allens Croft Nursery School will be happy and that both you and your child will benefit from everything we have to offer. However, problems, concerns and misunderstandings can arise, in which case there is a procedure to follow.

Firstly talk to your child's teacher/key worker, and if you still feel it is not resolved please inform:

**Laura Hitchmough** - Big Nursery

**Amanda Smith** - Tiny/Little Nursery

## CURRICULUM

We base our planning around the children's interests..

The Nursery sessions are carefully planned so that every child has the opportunity to join in activities covering all areas of the Curriculum - Mathematics, Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Understanding of the World and Expressive Art and Design.

More details about our child-centred curriculum can be found in documentation around nursery, via our website at [www.allenscn.bham.sch.uk](http://www.allenscn.bham.sch.uk) as well as in children's Tapestry learning journals.

## OUR DISCIPLINE POLICY

We encourage a calm, supportive atmosphere in the Nursery, which allows our children to develop self esteem and awareness of their own and others needs and care and respect for other people and their property.

Unacceptable behaviour is challenged, and children are supported and helped to develop an understanding of appropriate behaviour.

## GENERAL SAFETY MATTERS

Parents are asked to make sure that all gates and doors are closed whenever they arrive or depart. In the interests of the safety and well being of all children coming into the nursery parents should not bring dogs on to any part of the school premises. Please do not open doors for other people, allow staff to authorise their entry. The Nursery is a **NON SMOKING** site.

## CAR PARKING

Parents must not park their cars in front of the building, on the tarmac front or on the zig zag lines. Car parking is available at the Nursery main entrance and on Piggy Lane at the back of the school.

Please do not block any of the gates or driveways; these are needed for access for emergency services.



They will deal with your complaint as soon as possible. If necessary and with your permission complaints or concerns will be recorded and kept confidentially while the complaint or concern is being investigated. We will respond to your complaint and inform you of the outcomes of your complaint within 5 days of your first meeting with us.

Violence toward a member of staff will not be tolerated. We do not expect our staff to be subjected to any form of verbal abuse, threatened or assaulted in any way. Birmingham Local Authority may pursue legal action (civil or criminal) if staff are injured or if property is damaged.

If however, you are unhappy with their response; your complaint can be dealt with through the Governing Body by emailing the Clerk of the Governing Body at [temp.governor@allensch.bham.sch.uk](mailto:temp.governor@allensch.bham.sch.uk)

There is a statutory procedure to deal with complaints by parents who feel that, in relation to a school's curriculum, the LA or governing Body is failing to discharge its duties. The arrangements are not intended to deal with complaints about the actions of Head Teacher or individual teachers, but specifically the curriculum and the provision of information and charging policies. It is hoped that any matter of concern can be dealt with informally at the school through the Executive Head Teacher and the governors before resorting to more formal procedures.

## **BIRMINGHAM LOCAL AUTHORITY SAFETY STATEMENT PHYSICAL CONTACT POLICY**

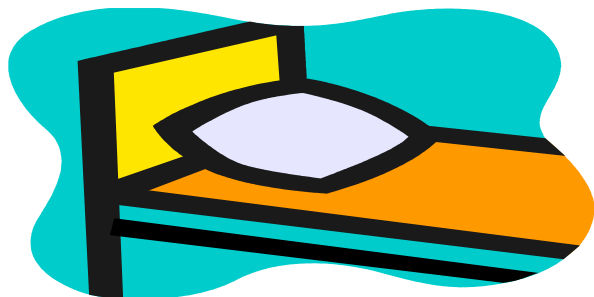
There are times in the Nursery routine when we have physical contact with the children. If a child is distressed or upset staff will give reassurance and comfort to your child.

### **Children in nappies**

Please provide nappies/wipes in a labelled bag on your child's peg with a change of clothes. We will support your child with their toilet training in partnership with you at home.

Should a child need to be changed for any reason we will help your child to change, with two members of staff present, and this will be recorded. Please return any Nursery clothes (washed) back to Nursery as soon as possible as we are always short of change of clothes and welcome any outgrown items which you could pass on.

**Sleep/Naptime** - For those children who still need a short sleep in the day, we have cots/day bed in a quiet area.



### **CLOTHING**

The Nursery cannot accept responsibility for personal property. There have been instances in the past when items have been lost. Please mark your child's property clearly, including wellingtons and shoes.

We would appreciate it if you could help us by dressing children in sensible footwear. Trousers should be easily undoable by the child, as we promote independence in health and self-care, and belts and dungarees restrict this.

Please do not put your child in their best clothes as they explore and learn they will get messy! Uniform sweat shirt and polo shirts are available from Clive Mark School Wear.

### **BAD WEATHER CONDITIONS**

In the event of very bad weather such as heavy snow or thick fog, please collect your child early. Such decisions on closures and re-openings will be announced by text and social media.

