

Everton Nursery School and Family Centre

An Outstanding Nursery School and Children's Centre

Parent/Carer Information Pack



Everton Nursery School and Family Centre
Spencer Street
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0151 233 1969

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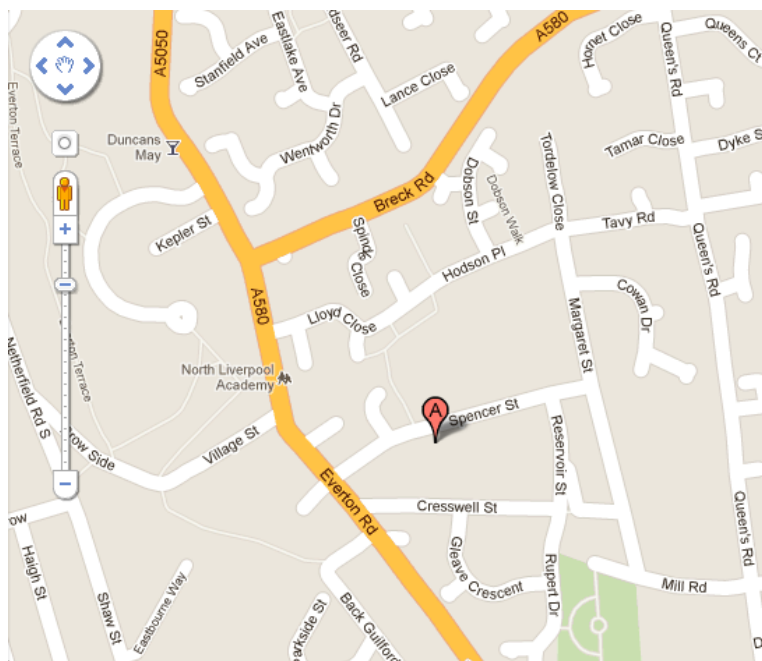
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Section 1

Our Mission Statement:

The mission of Everton Nursery School and Family Centre is to promote the children's educational and social development and help families have and achieve high expectations for themselves and the community.

How to find us:



Everton Nursery School
and Family Centre
Spencer Street
Liverpool, Merseyside
L6 2WF

Tel: 0151 233 1969

Fax: 0151 233 1960

*Buses: Number 14 stops
on Everton Road*

About Everton Nursery School and Family Centre: how the school and centre was formed?

Everton Nursery School and Family Centre was formed in September 2000 from the amalgamation of Everton Road Nursery School and a range of Social Services Day Nurseries. In September 1998, the City Council decided to move Everton Road Nursery School to the site of the former Everton Park Primary School with a view to forming an integrated centre with Social Services. In 2002 the West Everton and Breckfield local Sure Start programme joined the site. In 2003 Everton Nursery School and Family Centre was designated a national Early Excellence Centre and National Teaching School in 2013.

Our philosophy

The philosophy of the school and centre is based upon providing high quality education with care and services for all young children through working in partnership with their families and the local community.

What we offer

The Children's Centre part of the site is open for 48 weeks of the year, from 8.00am to 5.00pm Monday to Friday. Everton Nursery School provides 'wrap-around care' through the 'Breakfast Club' (8.00am-9.00am) and the 'After School provision' (3.00pm-5.45pm).

Everton Nursery School accommodates 104 full-time equivalent 3-5 year old places, with some places 30 hours (parents in employment) with others being part-time through the 15 hour sessions in Spencer and Cresswell wings, and an increasing number of two year old children based in Heyworth wing.

The wings are named after the local streets. All 3-5 year old rooms are staffed by a highly skilled qualified Nursery Teacher, as well as qualified Early Childhood Educators (Nursery Nurses).

The site offers a 'one stop shop' of services for under-fives and for the families and children for the Everton Children's Centre reach area, including:

- Full time/part-time/sessional under-fives places including breakfast and after school provision (8a.m.-5.45p.m. 38 weeks a year if required)
- Speech Therapy support
- Splash pool
- Cafe
- Sensory Room
- Parent/Toddler stay and play sessions
- Family support
- Ante natal and post-natal support

Section 2

Starting at Everton Nursery School

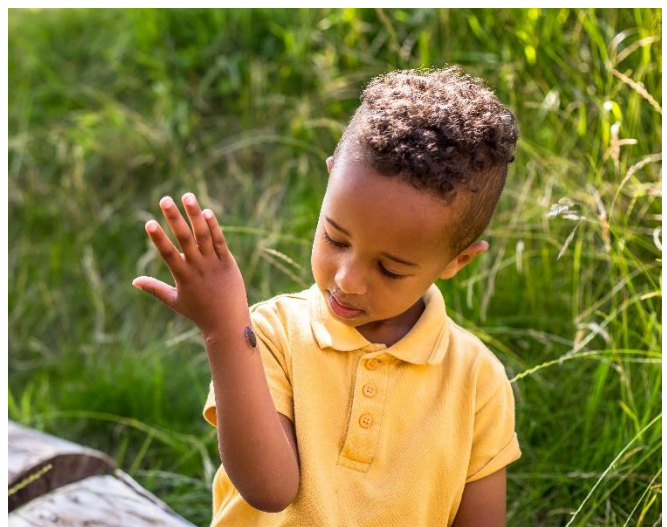
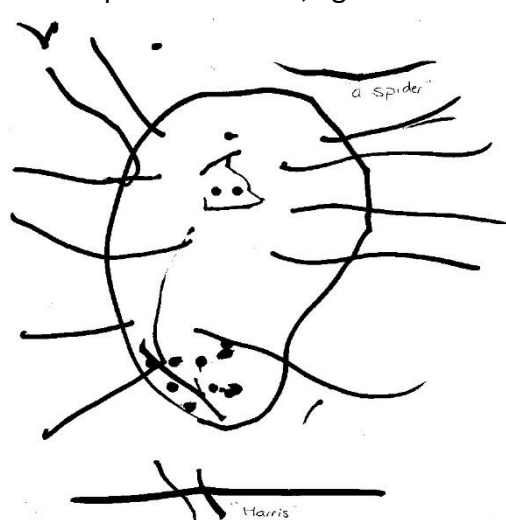
Your child will be taking a big step into the outside world when starting nursery school. *Your child can take a long time to get used to being with other children and adults who are outside the accustomed circle of family and friends.* It is crucial therefore that you work in partnership with us at nursery school to ensure your child grows in confidence, self-esteem and educationally.

Settling in

We help children to settle in happily to nursery school by introducing them gradually into the nursery day. **No child stays for the full day until we are sure they are ready.** As each child is different, we tailor their admittance to suit their needs. The first day in nursery is a short visit and all parents/carers will be asked to stay for this visit – about one hour **(please don't bring any other children to this visit if possible)**. The length of time your child spends in nursery will gradually be increased until they are staying a full day. This settling-in procedure is undertaken in an individual way for all children – please work in partnership with the nursery staff to ensure this is smooth and effective for your child.

The Teachers and Early Childhood Educators are very experienced in settling children into nursery and will give you all their help and advice.

"It's a spider." – Harris, aged 3.



A typical day

8.00 – 9.00am	Breakfast Club for some children
9.00am	Children arrive and engage in continuous play activities in class
9.25am	Everton Peer Massage Programme
9.30am	Teacher led learning.
9.45am	Indoor and Outdoor continuous play. Morning and dinner registers taken at this time Morning snack
10.45am	Tidy up time and Circle time
11.00am	Family Worker time
11.20am	Wash hands / Toilet
11.25am	Songs and rhymes
11.30 – 12.30pm	Staggered lunch
12.30pm	Teacher led learning
12.45pm	Indoor and Outdoor continuous play Afternoon registers taken at this time
1.45pm	Family Worker time
2.00pm	Indoor and Outdoor Continuous play Afternoon snack time
2.40pm	Tidy up time and story time
3.00pm	Home time for some children
3.00 – 5.45pm	After-school provision for some children

Other activities:

- Physical education
- Environment Programme / Eco Sessions
- Royal Philharmonic Orchestra music sessions
- Large apparatus
- Dance
- Music and Movement
- Outdoor Play
- Forest School programme/Campfires
- Yoga
- Woodwork
- Educational Visits



The 'Family Worker' (Key Worker) system

Before your child starts nursery, you will have been allocated to a 'Family Worker'. This will be one of the members of staff from the wing in which your child will be based. Once or twice a day, Family Workers spend time working only with their Family Worker group. In this way, they get to know each child very well and are able to use this knowledge to assess and plan for their particular needs and to share this with the family. The Family Worker links with the family as well as the child. Parents/carers are encouraged to greet and link with their family worker daily.

The curriculum

We aim to encourage the all-round development of the child, socially, emotionally, physically, intellectually and spiritually in a safe, secure and stimulating environment through reference to the Early Years Foundation Stage guidance. The curriculum is based on the world around us and the children's current interests.

Teacher led learning

Each 3-5's class is led by an experienced and highly-qualified Foundation Stage Teacher. This Teacher leads an adult-led learning experience at the start of both morning and afternoon sessions to engage, interest and ignite children's passion for learning.

Planning for children's needs

Our curriculum is planned carefully for the developmental needs of all children under 5. The phase of education for children aged 0-5 is called the Early Years Foundation Stage (EYFS), which explores children's characteristics of effective learning through seven areas of learning and development:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The Early Years Foundation Stage is used to plan for the development of All areas of learning and development are connected to one another and are equally important. At Everton Nursery School and Family Centre, we fully acknowledge that 'Practitioners must reflect on the different rates in which children are developing and adjust practice appropriately' (Development Matters, September 2020)

The Learning Environment

Although the nursery may look like an informal playroom, everything has been selected and put out for a purpose. Everything is designed to help children learn and acquire necessary skills. For example; bead threading helps your child develop colour and shape recognition, sequencing, pattern making and hand-eye co-ordination, besides the creative pleasure the experience gives.

Your child will have the opportunity to experiment with a variety of materials, equipment and activities including paint, collage materials, sand, water, large and small construction sets, 'small world' toys such as railways or doll's houses, computers and other ICT equipment, dough, games, jigsaws, pens, pencils, crayons, paper, a wide range of fiction and non-fiction books, and role play.

Children have access each day to our extensive, carefully planned outdoor environment and at certain times of day can choose to stay indoors or go outside as they wish. Outside they have access to wheeled toys, climbing equipment, sand and water, quiet areas, as well as taking part in planting and maintaining the garden areas. There is an extensive safety surface, and a series of 'hills' and pathways to explore. The children also use the

indoor hall for physical development activities on large apparatus, and for dance, music and movement activities.



Environmental Education

We aim to raise children's awareness of their environment and to foster attitudes of care and responsibility for the world around them. We do this through a programme of activities covering issues such as recycling, planting, watering, conservation and citizenship. An outdoor environmental room has been set aside and specially equipped and resourced to develop this area of children's knowledge and understanding. We have an Eco Club, which includes staff and parent representatives who plan for the development of the school/centre's environment for example, through 'planting days' and recycling initiatives.

Information and Communication Technology (ICT)

Our aim is that children should be familiar and confident with a range of ICT equipment and to be aware of ICT in their daily lives at home, at school and in the wider world. We have a wide range of ICT resources and technology which enable children to learn how to use a keyboard, mouse, Smart board, printer and iPad. We use a range of programmable and

remote control toys, voice recorders, CD/DVD players, digital cameras, iPads and video cameras in the course of our daily activities.

We also offer computer courses for parents/carers through the children's centre.

Assessment and record-keeping

Our assessment focuses on the whole child. Our Teachers and Early Childhood Educators will assess your child informally by making careful observations as they play and develop their understanding in all curriculum areas. **Information that you give us is crucial in helping us with our assessments.** Your child's Teacher and Family Worker will keep observations, which will be part of your child's Family Worker file. Observations alongside their PLOD's (Possible Lines of Direction). Each Family Worker creates a PLOD once a half term for each individual child within their group. A PLOD recognises and celebrates the child's key interest and then highlights lots of activities and stimulating learning experiences for which the child can learn and develop, linking such experiences to the Early Years Foundation Stage.

Your child's Family Worker/Class Teacher will take part in your child's progress reviews. These are held at intervals during the year of which you will be invited to attend.

Links to primary schools

In the spring term, we will ask you to let us know which primary school you have selected. As part of the transition process we invite reception teachers from local primary schools to come into nursery to share information about the children they will be admitting into school. Through the year we keep these schools informed of developments at Everton Nursery School for example curriculum initiatives or research so that they too can become involved.

Section 3

Parent/Carer Involvement

We welcome your involvement in your child's education. We value your role as your child's first and most enduring educator and hope we can work in partnership with you throughout your time with us.

We welcome all parents/carers to the school/centre to help with activities and play alongside your child and other children. Terrific Tuesday's and Fun Friday's are an opportunity during the morning, 9.00am – 10.30am for you to stay and play with your child in nursery. Please see your Family Worker if you are interested in this.

From time to time we take the children on outings and may ask that you or another responsible adult, familiar to your child, accompanies him or her on the educational visit.

The Nursery School staff are available at the beginning and end of each day to discuss any matters with you.

What can you do to support your child?

Your child will need to become more independent in order to adjust happily into nursery school. You can help them before they begin nursery by encouraging them to:

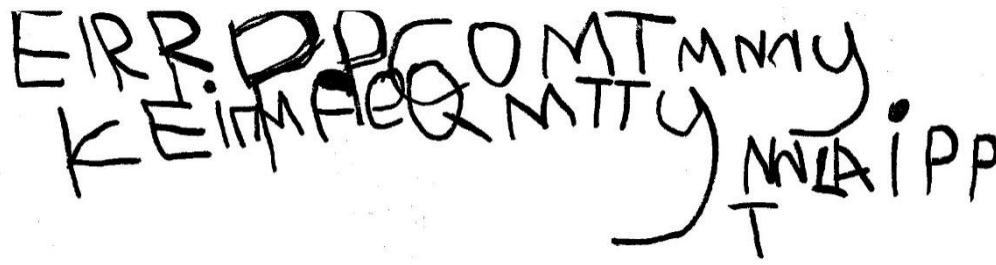
- Put on and take off their own coat
- Look after themselves when they go to the toilet and be out of nappies by aged 3.5 years if no SEND needs
- Not use a dummy during the day
- Wash their face and hands
- Use a knife and fork
- Tidy up the books and toys they have been using

There are many ways in which you can share your child's pre-school experiences. For example:

- Talk with your child and listen to their questions. Take time to explain – your child is trying to make sense of our world!
- Reduce the amount of time exposed to electronic devices that hinder communication.
- Let your child help out around the house by for example sorting out the washing, pairing the socks, tidying up. There are many

opportunities for mathematics and language in such activities, and children love to feel “useful”.

- Look at books with your child. Just talking about the pictures raises children’s awareness of stories, information and language.
- Provide paper and pencils or pens for your child to draw or make marks on, or in the kitchen for messages or shopping lists. Let them have a go at this on their own – it doesn’t matter that it looks like scribble – this is very important! They also learn about writing when they see YOU write, for example, when you leave a note for someone or fill in a form, so let them see you doing this where possible.



“I got a box of cornflakes” – Claire, aged 4

Courses for parents/carers

We offer a range of courses throughout the year for you to attend. These might be directly related to your child’s learning, for example, ‘Learning through Play’ or ‘Outdoor Heuristic Play’, or might focus on a skill which you would like to acquire such as computer skills.

Look out for information through our school/centre newsletters, blog, website and on the plasma screens and if you are interested, let us know.

Parent/carer representatives

We have a number of parent/carer representatives on the Governing Body. If you are interested in contributing to the life of the nursery school in this way or if you have skills you would like to share, please let us know.

Section 4

Our Admissions Policy

The aim of this policy is that Everton Nursery School is able to work with all families from the Children's Centre reach area and outside this area who apply for a nursery place.

The school/centre is committed to all children and their families having equality of opportunity and we are working towards including children of all needs. This means opening up access for every child and family to full participation in the integrated early childhood services on site.

Applying for a place

We encourage applications to be made directly to the nursery by parents and carers.

Applications for a child aged 2-5 years can be received at any time.

Please provide any supporting information about your child and family needs that you wish to be known as this may determine what place is available for your child. If a Social Worker, Health Visitor, Support Worker, GP are working with you and/or your family please inform your family worker or the class teacher.

Requesting a place and completing an application form does not confirm that a place may be offered.

Children with additional needs

Everton Nursery School is committed to providing equality of opportunity, and to meeting the needs of individual children in accordance with the Children with Disabilities Act 2002 and Children and Families Act 2014.

Where children with additional needs are admitted, we will liaise with the other agencies concerned to ensure that the child can access the curriculum and receives appropriate support where this is necessary.

Section 5

Our Code of Conduct in Nursery

Within nursery we will encourage your child to:

- Be kind and caring
- Listen to centre staff and peers when they are speaking
- Always walk in the school/centre

We aim to encourage self-discipline and co-operation with others by using a positive approach. Praising and rewarding good behaviour will be effective in encouraging self-esteem in all our children. Parents/carers are informed of serious or repeated misdemeanours and are asked to work with us to help their child. Our Behaviour Policy and Centre Code of Conduct are displayed in the policy file in the entrance area.

Jewellery

Children should not wear jewellery in nursery. Nursery staff will remove any jewellery worn by children and return it to you at the end of the day. Jewellery can be easily lost and we cannot take responsibility if this occurs. Children with pierced ears should wear stud earrings only.

Nursery School dinners

If you are paying for school dinners, these must be **paid for weekly** via ParentMail on the first morning your child has a nursery session each week. **PLEASE NOTE: If this is not paid in advance, your child will not be allowed to stay for dinner.**

Snack money

We ask you to make a contribution of £5 per half term or £10 per term via ParentMail. This will cover the cost of the snack, baking ingredients and other materials for your child's classroom.

Snack-time is a very valuable experience for young children. They learn to take turns in selecting what they want to eat, develop good personal hygiene habits, talk to one another in a group situation, and become familiar with foods and customs from other cultures. The children will have the opportunity to drink milk or water at snack-time

Special dietary requirements/allergies

If your child has any special dietary requirements or allergies to food and drink, please let nursery staff know. In some circumstances we may ask for medical evidence of this, for example a doctor's letter.

Times of opening

The main nursery school day begins at 9.00am. As parents/carers often have older children to take to primary school, we understand that all children cannot be here at this time. **We therefore admit children until 9.30am.**

PLEASE NOTE: Arrival after this time without telephoning the centre (0151 233 1969) will mean no admittance to the centre for lunch.

The register is taken at 9.30am and 12.30pm and the nursery day finishes at 3.00pm.

To enable your child to fully participate in the nursery day, please make sure that your child arrives on time and is collected promptly.

If you have an early appointment for your child or will be delayed in any other way, please telephone the school/centre beforehand or speak to the nursery staff. If you arrive before 2.30pm to collect your child, you will be asked to sign a 'leaving the centre early book' for fire and security reasons. **You will not be able to collect your child between 2.30 – 3.00pm during end of day learning.**

Collecting your child

If you are unable to collect your child from nursery school and have asked someone else, please let your child's nursery staff know about this and give them the name and description of the person.

If it is a 'last minute' arrangement, please telephone the school or send a note with the person collecting the child. Please do not be offended if we challenge the person collecting your child if you have not informed us of any change in collection. We have a responsibility for the safety of your child and prefer that they go home with an adult.

The policy of the school/centre is that your child cannot be collected from the school/centre by anyone under the age of 16. Also please note that any adult under the influence of alcohol or drugs will NOT be allowed to collect your child from nursery.

Security

In order to maintain a high level of security:

- Please enter the nursery by the front entrance in the morning. A member of the nursery staff will greet you.
- At the end of the day, please collect your child by their wing door in the centre corridor.
- **The entrance doors will be closed from 9.30am onwards.**
- **Lunch-time procedure** – please use the front entrance at the foyer for lunch/afternoon session, before entering your child's room.

School uniform

The nursery school has a jog-suit, which is practical, comfortable and appropriate for young children attending full-time/part-time nursery education. There is also a yellow polo shirt available. The school also has a summer uniform of shorts/tee-shirt (**no summer dresses, football kits or open toe sandals please**). All items of uniform are available from the school/centre foyer and can be purchased via ParentMail.

Footwear

We aim that children should develop independence and confidence during their time in nursery school, and this includes the ability to dress and undress themselves.

Footwear should be comfortable, safe and easy for your child to manage alone. **No laces please!** These can be dangerous and a constant worry to staff, as well as causing your child unnecessary upset and frustration when they come undone, or when your child needs to put their shoes back on. Velcro fastenings are ideal and will enable your child to develop independence quickly.

Coat/Jacket

A coat is needed for outdoor play. **All clothing** should be clearly marked with your child's name. Nursery Staff will label your child's clothing (especially sweatshirts) when this has not already been done, to avoid confusion for your child.

Attendance

Regular attendance at nursery school is essential and provides a routine and pattern for Primary School. If your child is ill or cannot attend nursery for any reason please let the school/centre know by telephone or letter on the first day of their absence.

If your child does not attend for one week without explanation, school/centre staff will contact you to ask if you still require the place for your child as you may lose your place after two weeks of unauthorised absence.

Illness/Administration of medication at nursery

If your child is ill in nursery school it is important that we can contact you or a relative or friend if you are not in.

Please make sure we have THREE emergency contact numbers. Please keep this information up to date. All alterations must be given to staff immediately.

If your child has an infectious illness such as chicken pox, measles or conjunctivitis please let the school know.

Children should be fully fit before they return to nursery school.

If your child is prescribed a course of antibiotics, the course should be completed before returning to nursery. In general, medicines are not administered in nursery (**this includes sun-cream** unless prescribed by a doctor for medical reasons of which a letter from your child's doctor is required). The Headteacher/Head of Centre may agree that certain medication can be administered, e.g. inhalers for asthma.

Once a decision has been made about your child requiring medication at nursery school, you will be required to complete a form to give permission for nursery staff to give your child medication if needed. You will also be asked to sign a form on collection of your child, after the medication has been administered by a member of the medication team.

Child Protection

Parents/carers should be aware that the nursery school will take any reasonable action to ensure the safety of its children. In cases where the nursery staff have reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher/Head of Centre will have no alternative but to follow Liverpool Child Protection Procedures and inform Children's Services of the concern. Parents/carers will not always be fully informed of concerns unless the Headteacher/Head of Centre is certain that the safety of the child will not be prejudiced by doing so.

Links with the community

Our belief is that Everton Nursery School and Family Centre will be very much a part of the local community. Our aim is to continue fostering and developing new and established links in the future. We liaise with our local feeder schools to ensure a smoother transition between nursery and reception education.

School Governing Body

The School Governing Body meets every two months to discuss the Nursery School and Family Centre. There are representatives from all groups involved in the life of the nursery school. These include some who are appointed by the Local Authority, and others who are co-opted. All representatives are interested in the developments of Everton Nursery School and Family Centre. The Headteacher/Head of Centre and two other staff members also attend the Governing Body meetings. Parent representatives are elected to bring parents' points of view to Governing Body meetings and report on matters concerning parents and their children. Please see the photograph board in the foyer to know who your parent representatives are. If you are interested in becoming a parent representative please let nursery staff know.

At Everton Nursery School and Family Centre, we aim to provide your child with the best possible start to their school life. We regard nursery as a transition between home and school. Within the nursery we 'sow the seedbed for future learning to be built upon'.

We hope your child will be happy at Everton Nursery School and Family Centre and that you will develop a partnership with us to 'move your child forward in their learning'.