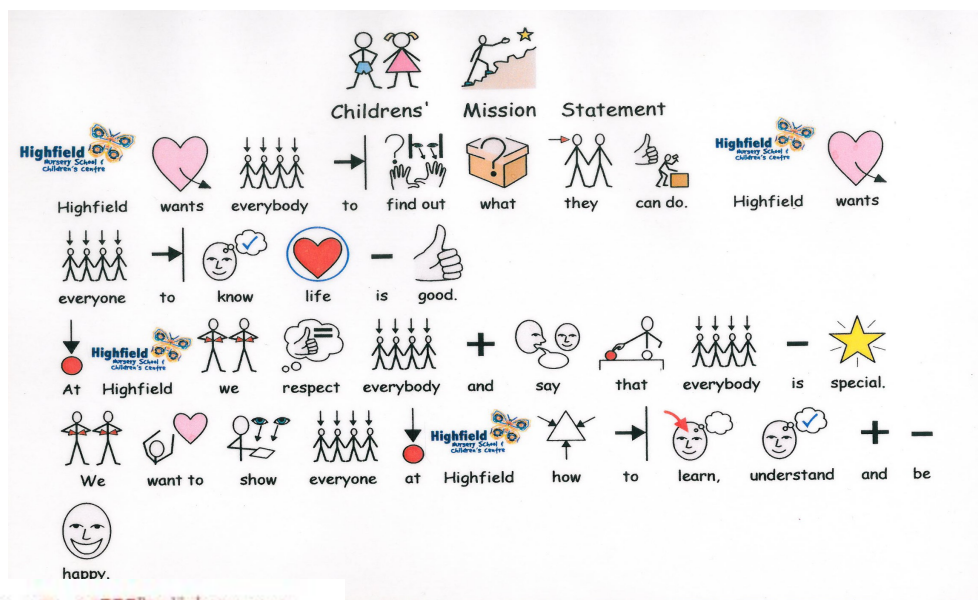


# Information and Prospectus



Please speak to Mollie if you prefer school communications in large print or translated into your first language.







## We welcome you to Highfield

Highfield is a combined Nursery School, Children's Centre for children and their families/carers and Day Care.



### NURSERY SCHOOL

Highfield is the only purpose-built Local Authority maintained Nursery School in Suffolk. We are proud that Highfield has been deemed outstanding by OFSTED in the last four inspections. The nursery school was originally built in 1970 and has provided early years education in the local community since then. Many of our pupil's parents and carers have attended Highfield themselves in the past! We also welcome many new families.

Highfield Nursery School has no catchment area and all children are welcome. We now take children from 2 years old and offer both funded 2-year-old places and paid for slots. Please ask if you are in receipt of benefits, and thus may be eligible for this early funding and Early Years Pupil Premium.

In the Nursery School we have part-time places for 104 children aged 3-4 years and 32 2-year olds, which enables them to attend from 9.00am – 4.00pm each day, Monday to Friday with the opportunity to have breakfast between 8 and 9am. There will be two 3-hour sessions; 9am-12noon and 12noon-3pm, with an additional 3pm-4pm paid for slot on Monday, Tuesday, Thursday and Friday. The 3pm-4pm slot will only be accessible alongside a 12noon-3pm or a 9am-3pm session. By choosing the 12noon – 3.00pm session you will be agreeing to pay cost of the lunch, currently £2.60 per day. You may be eligible for Free School Meals if your child attends **9am-3pm** – please see the Free School Meals leaflet in your pack. If you choose to send your child in for more than one session a week, you will be charged an additional £25 per half term – this consumables charge covers the cost of snack, cooking activities, malleable materials and enrichment activities. All charges need to be paid by ParentMail in advance.

Eligible families may also be able to access 30 hours of funding through the nursery. However, we are only able to provide this if we have available, suitable spaces. Please speak to the office staff if you think you are eligible for 30 hours funding or look at the government website – [www.childcarechoices.go.uk](http://www.childcarechoices.go.uk)

Most children have spent three terms at Highfield Nursery before going on to their reception classes at primary school, but occasionally we are able to offer four or even five full terms. The school's admission policy has been drawn up in line with the Local Authority guidelines. A copy of the policy can be obtained from the office coordinator or it is available on the website.

### Staffing

The Headteacher is an experienced leader and is head of the Nursery School and a Director of the daycare company. She is recognised for outstanding practice. Teachers in Nursery School are Key Practitioners for the Local Authority and Specialist Leaders in Education (SLE) for the Teaching Schools in Suffolk and as such are recognised for coaching their practitioners, supporting and developing the setting's excellent practice. The nursery school is also the lead school of Ipswich Associate Research School and The East of England EY Stronger Practice Hub. All the staff in the Nursery School are very experienced, including those acting as Experts in the DfE Experts and Mentors programme. The teachers who lead the learning in the Nursery classes have degrees and fully qualified teacher status. There are fully qualified nursery nurses in the Nursery School and an Early Years Teacher, as well as the remainder of the team being CACHE level 3 trained practitioners.



### Office

Our office coordinator and her colleagues are always happy to help with any general enquiries you may have. Just drop in or ring on the Centre number on page 6 of this publication. They have a wealth of knowledge about the Centre and the local community and love meeting you and the children.

### Key Persons

Every child in the Nursery School is allocated a key person who is responsible for their care and learning during their time with us. They are all fully qualified and experienced members of staff and are always pleased to talk with you. We very



much value your insights about your child. Transitions either within the Centre or with other providers are managed sensitively and carefully to ensure that we work together so that your child is supported at all times.

### Trainees and Students

Our ethos is captured in the words: “Growing and Learning Together “.

Therefore, Highfield is also the springboard for practitioners for the future. This coaching part of our role also ensures we are self-reflective and continue to develop best practice. Highfield is part of the Suffolk and Norfolk School Centred Initial Teacher Training (SCITT) Scheme. This means we may have a trainee teacher on placement at the school, from SNITT and The University of East Anglia. We may also have Cache and BTEC students from Suffolk New College and One, as well as work experience students from local high schools.

Highfield also receives regular visits from early years teachers and other professionals keen to see what is happening across our Centre.



### Policies

We have written policies about how we conduct our practice. If you would like to see these they are available from the main office and on our website ([www.highfield.suffolk.sch.uk](http://www.highfield.suffolk.sch.uk)).

### Safe Parking

There is a large car park to the rear of our complex with a dedicated pathway to the secure main entrance.

For health and safety reasons we request that our families park on the **top** car park (entrance on Highfield Road next to the Castle Hill Community Centre) when dropping off and collecting their children please & avoid parking on Chesterfield Drive. Please avoid parking in the disabled bay and hashed area, unless you are a blue badge holder. If this car park gets full, we ask all parents to park in one of the side roads instead of directly out the front of the Centre or the Doctor’s Surgery. As we strive to keep our neighbour’s happy we do not wish for you to park over anyone’s drive ways.



### Governing Body

Highfield Nursery School has an active governing body consisting of parents, members of the community and staff. There is one formal meeting each term and also several sub-committees meet regularly.

Governors also come into school to keep in touch with new developments, monitor progress towards our aims and meet the children and staff. Vacancies for governors arise from time to time and Ruth Coleman, the Headteacher, would be pleased to talk to you about what is involved if you are interested. Governing Body information can be found on our website

### Friends of Highfield

The ‘Friends of Highfield’ Group continue to look for members to join them to help raise funds to support the Nursery School, Children’s Centre and Day Care.

Membership is open to anyone who is interested in helping to support the centre; parents, carers, grandparents, staff and members of the public are all welcome. For more information on this please speak to Mollie, in the main office.

### Behaviour

The heart of Highfield’s approach to behaviour management with young children is to retain high self-esteem of all the members of our community.

Positive behaviour is praised and the children have clearly defined rules and boundaries that they quickly take on when joining the school, for example “running feet” outside, “walking feet” inside.

The staff consciously give the children verbal strategies to manage problems they may encounter with other children. Supporting the children through tricky moments is crucial if they are going to learn how to behave next time they encounter a similar issue.





Knowing how to assert yourself without becoming aggressive is a wonderful skill to learn when you are three or four years old. It is a useful tool to acquire early in life!

We put great emphasis on developing the children's social skills. This cannot be done without developing communication skills. For this reason Highfield is a lively, vibrant community of young children learning how to get on with each other and the adults who support them.

We would like the children to become confident, independent and interdependent little people. With these skills they can get on with the business of learning about the world in which they live.

### **Parent/carer Partnership with Staff**

We know and believe that parents/carers are a child's first educators and that learning begins from the moment your child first opens their eyes to the world around them. Therefore we believe in creating a partnership right from our first meeting with you so that we can work together to ensure we provide the very best care and provision for your child.

At the nursery school every child has a key person who is responsible not only for care and learning but also for assessment and record keeping.

### **Special Educational Needs**

At Highfield we feel strongly that all young children have the right to high quality early learning and teaching.

We are very keen to work in partnership with parents/carers, outside agencies such as speech therapists, doctors and educational psychologists in order that individual children may progress well. Some children come to Highfield with already identified special needs. Some are identified whilst at Highfield. The school SEND coordinator and staff work closely with you if any concerns about a child's development are identified.



### **What should my child wear to Nursery School?**

To enable your child to be independent please dress them in clothes that they are able to undo themselves when they need to go to the toilet.

If your child is in nappies please tell the key person and we will work with you and will be sensitive to these particular needs. Please remember to supply nappies, together with wet wipes and to replenish them when staff inform you they are running out.

Although aprons are provided children, in their enthusiasm, do sometimes get paint on themselves so please dress them in clothes suitable for nursery play.

We go outside just about every day as learning takes place both inside and outside, so please consider the weather when dressing your child. Please make sure your child has warm clothes, a coat and wellie boots for outside play. On hot days, please ensure your child has a sun hat and sun cream applied before they come to nursery.

We have found drawstrings on coats can cause accidents as they can get caught on bike pedals etc. Jewellery can also be a hazard, particularly hoop ear-rings.

If you put your child's name on his/her clothes they are much easier to find, and big loops on coats really help!



### **Boots and shoes**

It is easier for children to have shoes with velcro fastenings. When they play outside we like the children to have boots to change into. Boot bags are available to purchase; please speak to a member of the office team. Please leave your child's named boots at nursery all week, preferably in a draw-string bag which can also be purchased from the office.

### **Slippers**

We want your child to be as comfortable as possible whilst at nursery and we know lots of children like to take their shoes off whilst indoors. Therefore, your child can bring a pair of slippers to nursery. They need to be well fitting, have a back to the heel of the slipper and easy to walk in. Please try and avoid the oversized novelty slippers, such as an animal head, as these are tricky to walk in.



### Spare clothes

On occasions the children may need to change their clothes, for example they may get wet in the water tray. Please leave a spare set of clothes for your child to change into.

### Special Toys

Please encourage your child to keep their own toys at home. This prevents upsets about ownership and difficulties when the toys get lost or damaged.

However, children sometimes need to bring a special toy when they are first settling into the Nursery School or if they have a family worry. The staff will be very sympathetic to this. Please do not send in **toys with batteries** as we will not allow these to be kept at nursery.

### What can you do to help keep your child safe?

Please use the car park at the back of the Centre, accessed from Highfield Road, and do not park on the yellow lines or opposite the yellow lines at the front of the Centre.

Please shut Highfield Centre gates securely.

Please bring your child right into the nursery classrooms to be welcomed by the staff.

Please notify us in writing or by telephone if your child is being picked up by a person who is not known to the staff.

Please ensure the person collecting your child is over 16 years of age.

Please let us know immediately if you change address or telephone number.

Do not bring dogs onto the Centre grounds.

Do not allow your child to ride wheeled toys on the premises.

Please do not hold doors open for strangers as we like to ensure all visitors are signed in and the children are kept safe.

Please ask for support from any member of staff if you are concerned about the welfare of a child.



### Sickness, Absences and Holidays

**Please notify us of any absences (01473 742534 ext 0) or via ParentMail. If your child is attending the 12.00noon – 3.00pm session, please notify the office of the absence by 9.30am, otherwise we will still need to charge for your child's lunch.**

Attendance to the nursery is non-statutory but we do encourage regular attendance.

If a child has had sickness or diarrhea, they must be kept out of Nursery for **48 hours** after they were last unwell and only if they are eating properly again. If a child has been given Calpol, they must not attend Nursery.

We will administer prescribed medication that is in date, in its original container prescribed for the current condition providing your child is well enough to attend nursery. We will ask you for written consent to do this.

### How to have your say - praise or concerns!

**Highfield Children's Centre is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers.** We always aim to provide high quality services for everyone. We love to hear if you like the way we do things but also accept that sometimes things do not always go to plan. In such circumstances we want to know so that we can put them right and learn from our mistakes.

There are many different opportunities for daily feedback as well as questionnaires. Thank you for taking time to let us know what you think. We generally feedback personally or through the newsletter.

We have found by talking over most concerns they can be sorted out very quickly through a joint conversation with a member of staff.

### Complaint?

If you have a complaint about some aspect of activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or to the Headteacher.

We are committed to open and regular dialogue with parents/carers and we welcome all comments on our services, regardless of whether they are positive or negative.

If you wish, the Headteacher will be happy to talk and they will try to resolve the problem.

If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation.



This formal complaint procedure is supported by a Policy, the Centre Governors and Children's Centre Advisory Group, as well as the Local Authority. In the event of a formal complaint initial contact should be made to the Headteacher or the Nursery School Chair of Governors through the school office or direct to the early years department of the Local Authority.

#### **Making a Complaint to OFSTED**

Any parent/carer can, at any time, submit a serious complaint to OFSTED about any aspect of registered childcare provision. OFSTED will consider and investigate all complaints received. Please see the poster in the foyer.

#### **Safeguarding**

We believe that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

#### **Designated Safeguarding Lead (DSL)**

The Centre has an appointed member of staff as the Safeguarding Officer. This Officer has suitable experience, training and expertise. There are displays around the nursery with information on who to speak to if you ever have concerns. The Centre's child protection safeguarding procedures comply with all relevant legislation and other guidance and advice from the Suffolk Safeguarding Partnership.

Staff will always ensure that all concerns and allegations are treated with sensitivity. However, we have a duty to put the safety of children first. We will always try to discuss our concerns with families at an early stage and often they may be cleared up quickly. If we are still concerned or it is believed the child is at risk we will refer to the relevant services immediately.

We regularly keep up to date with online safety and display this information within our termly newsletters, around the Nursery and on the website.

We ask all our parents to sign to say they have read our Acceptable use of Social Media statement and the Home School Agreement.

All the information given in this publication is correct at the time of going to press. We make every effort to keep it up to date.

For full details of our information, policies and more photographs, please visit our website

Also for regular updates please like our Facebook page: Highfield Nursery School – Ipswich

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