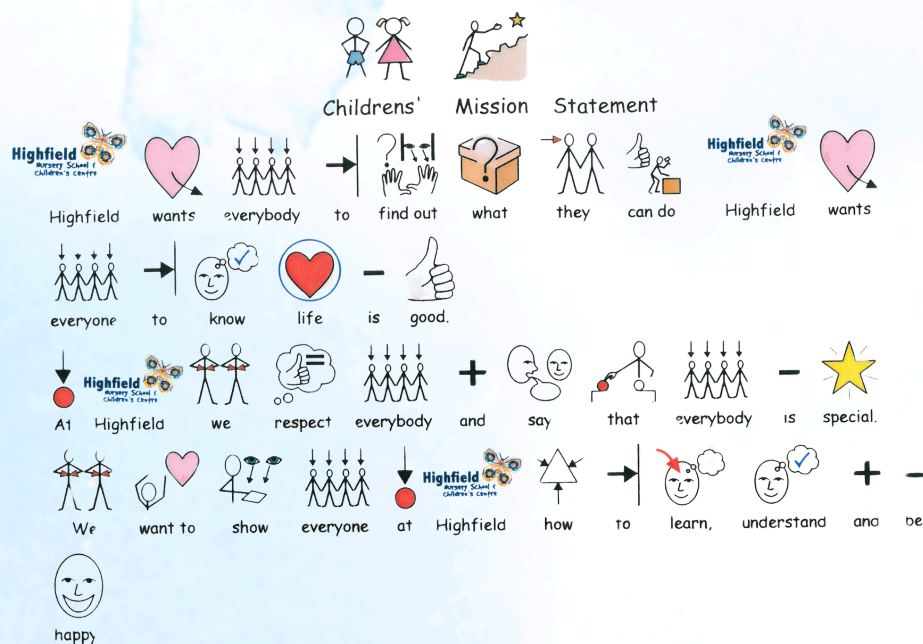


# Welcome to Highfield Nursery School

## INFORMATION AND PROSPECTUS



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IPSWICH  
IP1 6DW  
01473 742534

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# **We welcome you and your family to Highfield 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 six 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.

## **Growing and Learning Together**

At Highfield the team is committed to promoting high quality learning through genuine partnership with the child and family at the centre.

We recognise that emotional and social development is vital and we believe in valuing and respecting each individual in a welcoming, accessible and inclusive environment. Through our action research and our multi-agency partnerships we promote a deep understanding of the whole child.

Highfield wants everyone to find out what they can do. Highfield wants everyone to know life is good. At Highfield we respect everybody and say that everyone is special. We want to show everyone at Highfield how to learn, understand and be happy.



### **Parent/Carer Partnerships 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 your child's development are identified.

### **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





## Our Staff

Click here to [see all of our staff on our website.](#)

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.

The nursery school is also the lead school of 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, as well as the remainder of the team being CACHE level 3 trained practitioners.

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.

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.

### 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. We may 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.



### 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.

## 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.



## What should your 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!

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.

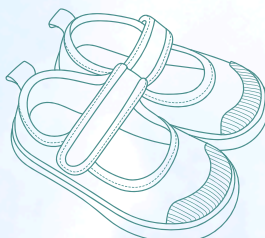
## Slippers

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, as these are tricky to walk in.

## 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.





## 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.

## 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 shut Highfield Centre gates securely.

At 9am, please bring your child right into the nursery classrooms to be welcomed by the staff. For those dropping off at 12noon, the staff will come out to take your child from you.

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 Famly. If your child is attending the 12.00noon - 3.00pm session, please notify the office of the absence by 9.30am.**

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

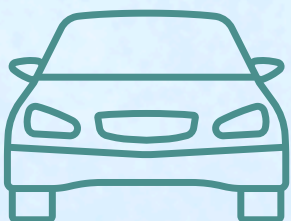
If a child has had sickness or diarrhoea, they must be kept out of Nursery for 48 hours after they were last unwell and only if they are eating properly again. If a child has been given Calpol, they must not attend Nursery.

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.

## Parking

We ask parents to be extra vigilant when parking to come to the Centre. Even if you are only dropping your child off and think you will only be a few minutes; if you block just a part of one of our neighbour's driveways this is not acceptable. It is also unacceptable to park in the parking spaces outside Chesterfield Drive Surgery, the Scout Hut car park or on the pavement outside the school. We strive to keep all our neighbours happy and this is a recurrent issue.

We have a large car park at the back of nursery, which can be accessed next to the community centre from Highfield Road. We understand this can get full and, in that case, we ask that you park in one of the side roads instead of directly in front of the Centre, the spaces outside the Doctor's Surgery or the Scout Hut car park.



# Have your say



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

Highfield Nursery School 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.

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.

## **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)).