

# Greenfield Primary Nursery

## Prospectus 2021 -2022

### Welcome!

Our Nursery is situated in the small village of Greenfield, Oldham. We are Ofsted registered for children aged 2-4 years of age and we provide sessions bursting with exciting opportunities to learn and develop through exploration and play



Our Nursery is led by a qualified teacher and a team of early years practitioners who are dedicated to delivering high quality education and care within the Statutory Framework of The Early Years Foundation Stage.

### Current Nursery Staff:

Mrs Rebecca Mubiru- Teacher and Nursery Manager

Miss Sarah Whitehead- Deputy Manager

Miss Erin Tolson- Teaching Assistant

Miss Chloe Firby- Nursery Apprentice Teaching Assistant

## Ethos and Vision

At Greenfield Primary Nursery we want our children to feel happy, nurtured and excited to learn in an environment enriched with positive relationships and experiences



We want all our children to feel valued as individuals, we want them to be confident and assertive and to reach their best possible potential of learning and development through the provision of stimulating and inspiring experiences.

## Learning and Development

For most young children, going to Nursery is their first step away from home and we aim to make this transition as smooth as possible. Staff members are warm and nurturing and provide consistent care and support through a key person system. By working with small groups the staff get to know your children well, can support individual needs and ensure that children settle quickly.



At our Nursery children are offered equal opportunities, we celebrate diversity by promoting self-respect and self-confidence. We are aware that some children may have specific educational needs and requirements. We aim to ensure that every child's needs are assessed and addressed and we aim to work closely with parents/carers and outside agencies if necessary (after parental permission is given). Our Nursery has its own SENCO (Special Needs Co-ordinator).

Staff encourage considerate and thoughtful behaviour from all our children. We believe in promoting positive behaviour by encouraging self-discipline, consideration for each other, our surroundings and our property. Children see that they are valued and respected in the way their positive actions and attitudes are acknowledged and praised.

Our goal is for children to be well-prepared for the next phase of their education whether in the Nursery or moving into Reception. The focus for our youngest children is language, confidence, social skills and physical development. Learning opportunities will be delivered through fun and flexible play based activities. For those children who are confident in these areas and who are ready for a little more structure; sessions will provide a more specific approach to learning. Sessions will build upon children's knowledge and understanding in mathematics, literacy, expressive art and design and in their early understanding of the world around them.

All our children are encouraged to explore through play, to be active and motivated by their own learning, to be creative and to think critically.

### **Outside Play**

We have an enclosed outdoor play area which is shared with the two Reception classes. Our outdoor area includes a play house, mud kitchen, building area, bikes and scooters and climbing frame. There are also large planters which we plan to develop as a shared experience with the children. We go out to play in all weather (unless it's unsafe) so it is helpful if children's coats are waterproof and children have wellies in rainy weather and snow.



## Parents/carers as partners

We believe that children benefit from positive and consistent relationships with the people around them. We value the knowledge and understanding that parents/carers have of their children and we encourage involvement, ideas and suggestions. You are also very welcome to just stay and play!

## Our sessions



Sessions are held Monday- Friday (term time only). Session times are currently 8.30am-11.30am, 8.30am-12.30pm (a morning session plus lunch) and 12.30pm-3.30pm. There is also the option for your child to attend for a full day from 8.30am-3.30pm. Please note, a full-time place consists of seven hours per day and so for parents wishing to have their child attend Nursery full time will pay for five hours per week at £6 per hour.

For children who are staying for lunch, parents can either choose to provide their child with a healthy packed lunch from home. Alternatively, we are now pleased to be able to offer freshly cooked school dinners on site in our school hall. School dinners are an additional cost of £2.60 per day. This must be paid separately to fees, and handed in on the first day of the week your child attends Nursery.

We have a minimum requirement of one full day or two half day sessions per week. This allows us to provide what your child needs to make good progress.

Our Nursery will try and accommodate parents who wish to change their child's sessions, however changes cannot be made until the start of a new term and are subject to availability of places.

Sessions are term-time and holiday dates can be found on the school website.

## **Fees and Funding**

Some children are entitled to 15 hours funding from being two years old. All children are entitled to 15 free universal hours **beginning the term after they are 3 years old**. Some children are now eligible for an additional 15 hours extended entitlement (totalling 30 funded hours per week) beginning the term after they are 3 depending on the circumstances of the family. To check your eligibility for help with childcare costs please follow the link on the Nursery page of our school website.

We also accept childcare vouchers.

**Our fees are:**  
**£6 per hour**  
**£18 per 3 hour session**  
**£42 per full day**  
**£210 per full week**



Please note that fees will be reviewed annually.

When it's time for your child to leave Nursery, or if you wish to decrease your child's hours, you must inform the school in writing and a months' notice is required.

## **Nursery Uniform**

Children in the Nursery at Greenfield Primary School wear the green school jumper with our school logo. They should also wear a white polo shirt and black or grey leggings or tracksuit bottoms. Black shoes with Velcro fastenings are preferable.

## **Nappies/ spare clothes**

If your child wears nappies or pull ups we ask that you provide these along with wipes and nappy bags. These can be left in Nursery in a named bag. It's also very useful for every child to have a set of spare clothes in case they need a change of clothes during a session. Dressing your child in old clothes is advisable as we provide lots of creative activities! Jewellery (apart from stud earrings) is not allowed in Nursery for health and safety reasons.

## Drinks and snacks

Children are provided with a snack during each session. Full fat, fresh cow's milk is provided daily or water if your child prefers. Children are encouraged to bring a named water bottle so they can access water throughout the day.

We are a nut free zone and ask that all packed lunches do not contain items with nuts in the ingredients. Please take care if providing grapes as part of your child's lunch by cutting them in pieces length-ways.

We encourage independence, helping and good manners during our snack and lunch times. Nursery staff work together with midday supervisors to support the children with their dinner in the hall.

## Visits and application process

If you would like put your child on the waiting list for our Nursery you will need to complete an Admissions Application form and return it to us as soon as possible. You can pick one up from the Nursery or contact us on the School's number, leaving your name and address and we will post a form out to you. We use the Greenfield Primary Nursery admissions policy to allocate places. We will then confirm in writing if your child has a place and give you a start date.

Once your child has been offered a place you will be offered two free visits. You are welcome to stay and help settle your child if needed or you can leave them if you feel it's appropriate. Visits usually take place the week before your child is due to start or just before the summer holidays if they are to start in September.



## **Child Sickness**

If your child becomes sick whilst at Nursery we will contact parents/carers by telephone. Any child with sickness and/or diarrhoea will have to stay at home for 48 hours or until sickness and diarrhoea stops. Full fees are charged for sickness as staff ratios are accounted for daily.

## **Medication**

Parents are asked to keep their child off Nursery for the first 48 hours after starting a course of antibiotics to help prevent the spread of infection. If you wish Nursery staff to administer medication to your child you must sign a medication form daily, recording the details of the medicine, dosage and times it's to be administered. Parents must sign the medication record at the beginning and end of each day.

## **Security**

Greenfield Primary Nursery is located in the main school building. We do have our own separate entrance which opens each day between 8:30am and 9:00am and again between 3:05pm and 3:30pm. If you wish to collect your child at any other time, this can be arranged with staff. In this case, your child will be brought to you at the main entrance. Children collected at 11:30am and 12:30pm are also collected at the school's main entrance. Any adult not known to staff will not be allowed into the Nursery. Appropriate notice must be given for any change in the collection of your child. We will require the name of the person collecting your child in writing or alternatively in cases of emergencies collection will have to be clarified through a password system.

## **Policies and Procedures**

Our Nursery pays the necessary regard to all regulated and recommended policies and procedures within the Statutory Framework for the Early Years Foundation Stage. Copies of our policies and procedures are kept in the nursery and are always available for parents/carers to read. Staff are happy to discuss these with parents/carers and visitors.

We look forward to meeting you and your child at Greenfield Primary Nursery!

### **Contact us**

Mr M. Wood M.Ed- Headteacher  
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Greenfield

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School Website: [www.greenfieldprimaryschool.com](http://www.greenfieldprimaryschool.com)