



## Aspire Nursery School

Hornbeam Primary School

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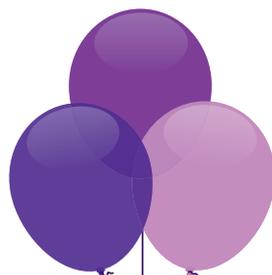
Directors: Philip McVay, Alison Trainor

Nursery Manager: Paula Tupper

Ofsted Registered: **EY 444592**

OFSTED – Early Years

Telephone: 0300 123 1231

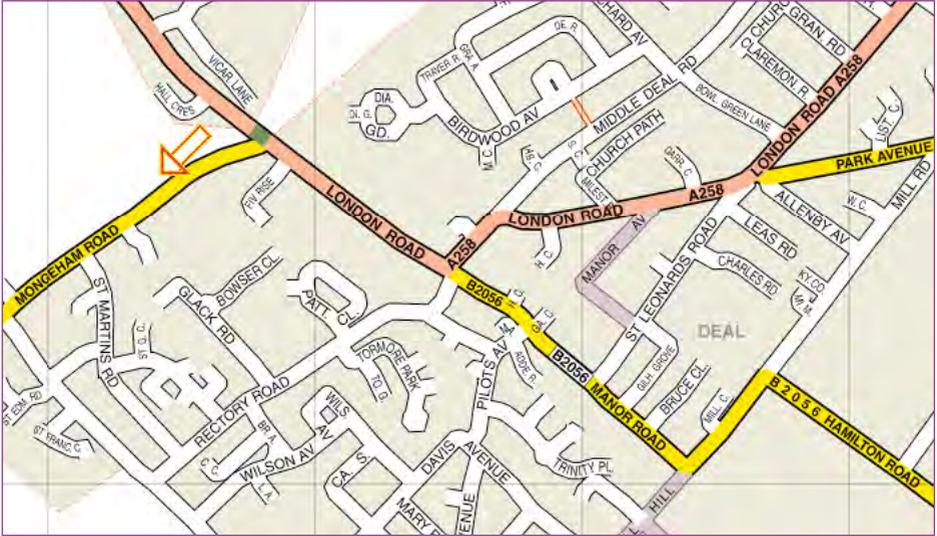


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Fun, play, laughter and learning

# Location

We're here:



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Nursery Manager: Paula Tupper

Ofsted – Early Years

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# Introduction



Aspire Nursery School offers full and part-time places to children aged between two and four years 11 months and welcomes children from all sections of the local community.

With 2–3 year-olds we encourage good sociable behaviour and help them develop self-care skills, settling the children in and helping them gain confidence away from home. For 3–4 years 11 months we enable learning through play.

Attending an expertly run nursery school provides children with an excellent pre-school experience and helps them make a confident and smooth transition into mainstream schooling. We work to empower the children and boost their self-esteem, encourage them to have fun and enjoy life, and help them work towards achieving the early learning goals — the targets that your child aims to achieve by the end of their reception year to prepare them for starting year 1 at primary school.

Young children can learn incredibly quickly from birth, and need lots of interesting things to do as they develop. Here are some of the important things that Aspire Nursery does to support your child's learning and development:

- Helps them to build good personal, social and emotional skills
- Helps to develop their communication, speaking and listening skills
- Begins to support them to read and write
- Supports them in problem-solving and numeracy
- Develops the knowledge to help children make sense of the world
- Supports their physical development
- Provides them with opportunities to explore creativity



## Your child's learning journey

When your child joins Aspire Nursery, we ask you to help us establish an initial profile. This forms the baseline from which we track your child's progress in his or her own **individualised learning journey**. This highlights your child's development throughout the different areas within the early learning goals through our staff observations and records. The learning journey will include photos, taken with the nursery camera and in line with our policies on safeguarding and confidentiality – we will ask you to sign a consent form on registration. You can ask to see your child's learning journey whenever you like.

Aspire Nursery staff work in partnership with you, as parents, to ensure that your child continues to develop positively. If your child needs extra support in any area of development, we can call on other professionals, such as a speech and language therapist, to help them.

## Your child's unique story

We offer "my unique story" reports 3 times per year to review and discuss your child's learning and development with you.



Ladybirds

# Early Years Foundation Stage is mandatory for all early years providers (from September 2012)



Aspire Nursery is committed to meeting the requirements of the Early Years Foundation Stage (EYFS). The EYFS is a legal framework for early learning and childcare providers that sets out what we have to do to keep young children safe, secure and happy. It also sets out what practitioners (our staff) should do through play to support young children's development and learning.

All organisations and people who are registered on the early years register must provide early learning and childcare to children aged between birth and four years and eleven months, and all schools providing for this age group, have to meet the requirements of the EYFS.

The EYFS has two parts. The first is about learning and development, and is based on seven areas of learning and development around which your child's time in his or her early years setting should be structured. It also includes the early learning goals that young children should have reached by the age of five.

The second part of the EYFS is about welfare. It sets out the requirements for aspects like child protection, safe recruitment, safe premises, and documentation. It also says how many staff there should be for the number of children being cared for, and what qualifications the staff should hold.

Aspire Nursery's approaches to learning and development and children's welfare are described over the next few pages.

## Learning and development

At Aspire Nursery we actively encourage the children's learning and development in the areas outlined in the EYFS, as described below.

Our staff are uniquely placed to talk to you about your child's development in terms of their achievements, interests and learning style. The staff will give you information and feedback regarding your child's learning and development when you come to collect your child, and when you attend our unique story meetings.



The areas of learning and development:

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas *the prime areas* are Personal, social and emotional development, Communication and language development and Physical development.

**Personal, social and emotional development:** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and how to have confidence in their own abilities. Children learn how to keep themselves safe eg stranger danger.

**Communication and language development:** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and speak and listen in a range of situations.

**Physical development:** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

**Mathematics:** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, space and measures.



**Literacy development:** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

**Understanding of the world:** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment. Children are supervised whilst accessing nursery lap tops using only age/ stage appropriate programmes.



**Expressive arts and design:** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

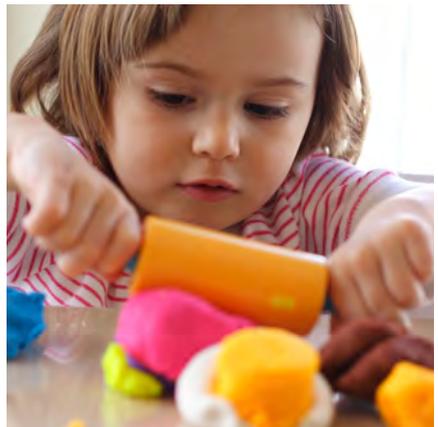
## Children's welfare

The needs, welfare and safety of the children are the top priority for all our staff. We focus on:

- Staff knowing local safeguarding procedures including on line e-safety
- Safe and secure premises and equipment
- Provision of healthy meals and drinks
- Positive behaviour management
- Safe recruitment of staff
- Having staff with early years qualifications, training skills and knowledge
- The right ratio of staff to children

And of course, everyone working at the nursery is expected to show the highest possible standards of behaviour, warmth and kindness.

The children are given learning opportunities that are appropriate to their individual needs and abilities. We create a relaxed and happy atmosphere, free of pressure to meet goals, that's designed to promote good communication skills, build trust and encourage all aspects of development. Through gentle encouragement we bring out the very best in each child, building their confidence to go forward into primary education.



## Key person

Your child will have a **key person** assigned to them when they join Aspire Nursery. The key person is your child's special link at the nursery. There will also be a second person (a "buddy") who covers in the absence of the key person. We will explain our key person policy to you when you register your child at the nursery.

## Safeguarding and safety

Aspire has a named Designated Safeguarding Lead Person (DSL). Further information and a copy of Aspire Safeguarding policy and DSL contact details can be obtained from the nursery manager/DSL. Aspire Nursery is located within the grounds of Hornbeam Primary School. We have our own facilities and outside play area, and provide a safe and secure environment which is both nurturing and stimulating, to keep your child safe and encourage them to develop through play.

All our toys, games and learning resources meet British Safety Standards and are purchased from approved suppliers. We ensure that hygiene standards are met and the majority of surfaces and toys are wipe clean. We also have a washing machine on the premises for soft materials.



# Aspire Nursery staff

**Staffing levels:** Aspire Nursery has three groups:

Group	Ages	Capacity	Staff to children ratio
Butterflies	2–3	8 children	1:4
Dragonflies	3–5	16 children	1:8
Ladybirds	3–5	16 children	1:8

The two buildings for 3-5 year olds (Ladybirds and Dragonflies) are linked by a walkway between them. In each group there are two permanent members of staff, and an extra member of staff provides “floating support”. The Nursery Manager is also available at all times in between meeting her managerial duties.

## Recruitment

We recruit Aspire Nursery staff using safer recruitment guidelines, following strict procedures and checks. This includes explaining any gaps in employment history, receipt of a minimum of two satisfactory written references (including one from the candidate’s most recent employer). All positions require enhanced DBS clearance.



Please ask if you would like a copy of our recruitment policy or a full staff list with qualifications. If you have any safeguarding questions or concerns please do not hesitate to contact the nursery manager/DSL.

## Training and development

Aspire Nursery invests in training, developing and supporting all our staff. This includes regular supervision sessions and encouraging them to gain Qualification credit framework Qualifications (QCFs). As a minimum, all staff complete mandatory training, although in most cases we exceed these expectations.

Courses attended by our staff include:

- Health and safety
- Two-day paediatric first aid
- Fire safety
- Safeguarding children and young people (child protection) including e-safety
- Risk assessment
- Behaviour management
- Basic food hygiene

## Students and volunteers

Our commitment to development and training extends to supporting students planning to become childcare professionals; and volunteers on occasion and if appropriate, subject to their meeting safer recruitment guidelines, including DBS checks at the appropriate level.

In co-operation with local colleges and schools we welcome students into our nursery who:

- Are on a recognised course or work experience scheme
- Have been DBS checked at an enhanced level
- Agree to our confidentiality policy

Students and volunteers are supervised at all times. Naturally, the needs of the children attending the nursery always come first.

## Opening hours

The nursery is open from 8.00am to 6.00pm, Monday to Friday. We ask you to respect our opening hours and collect your children on time.

Children can attend the nursery full or part time, with the sessions your child will attend each term agreed in advance. If you need to make any alterations during the term, please contact the Nursery Manager.

To help your child settle in to the nursery, we ask you to accompany him or her for taster sessions. This will be discussed and agreed with you upon your child's registration.

## Fees

Fees are reviewed each year. Any increase applies from the beginning of April. Please ask us for a copy of the current fees.

## Free Early Education

We endeavour to offer free early education to eligible two (FF2), three and four year olds (FEE) as flexibly as possible, subject to availability.

Parents must sign the parental declaration form for each period of free early education (up to three times per year) in order to claim your child's 15/30 hours free early education, subject to availability.

Parents must show the nursery manager either their child's birth certificate or passport to confirm their child's details to prove they are eligible to receive a government funded child space e.g FF2- 15 hours for eligible 2 year olds or FEE 15/30 hours for eligible 3 & 4 year olds.

## Food and drink

At break times (in between mealtimes, which are separate – see below) Aspire Nursery provides healthy snacks (eg fruit/veg sourced locally) and 1/3 pint of milk per day (semi-skimmed, as per Government guidelines).



Breakfast and tea are available at an additional cost per meal.

- Breakfast: toast, butter and sugar free jam / cheese spread; fruit; milk / water
- Tea: toast, baked beans, spaghetti, fruit, milk / water

If your child is with us over lunchtime you are able to either provide them with a packed lunch which will be stored in our refrigerators or we are also able to access hot school meals from Hornbeam school. Please ask the staff for the current price for school meals which includes a dinner and a pudding. Parents are able to choose from the rolling menu.

## Our policies

The nursery has policies covering Safeguarding including e-safety, health & safety, confidentiality, admissions, recruitment, equality and diversity, and complaints. Some key point from some of our policies are given below; elements of our recruitment policy are outlined in the section about our staff. If you would like copies of any of our policies, please contact the Nursery Manager.

## Admissions

- We arrange our waiting list in the order in which registration forms are returned. Funded children, then siblings of children already attending the nursery, have priority where places are available.

## Equality and diversity

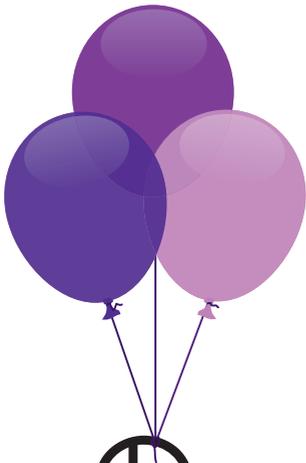
- We welcome both fathers and mothers, other relations and other carers, including child minders; and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- We monitor the gender and ethnic background of children joining the nursery to ensure that no accidental discrimination is taking place.

## Contact details

- We ask you to provide a phone number where we can reach you in the event of an incident or emergency.

## Complaints

- We have a formal procedure to follow in the event of a complaint.



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