



Ysgol Feithrin Fairoak

## Welcome to Fairoak Nursery School

**Fairoak is a local authority controlled school therefore many of its policies and procedures are in line with other local schools.**

## CONTACT INFORMATION

Fairoak Nursery School

Ysgol Feithrin Fairoak

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Twitter: Follow us on @fairoaknursery

**Headteacher:** Mrs Andie O'Brien

**Chair of Governing Body:** Councillor Emma Garland

## SCHOOL YEAR 2017/2018

TERM	Start	Half Term Starts	Half Term Ends	Term Ends
<b>AUTUMN</b>	04 Sep 2017	30 Oct 2017	3 Nov 2017	22 Dec 2017
<b>SPRING</b>	08 Jan 2018	19 Feb 2018	23 Feb 2018	29 Mar 2018
<b>SUMMER</b>	16 April 2018	28 May 2018	01 June 2018	24 July 2018

May Day: Monday 7<sup>th</sup> May 2018 (Schools Closed)

**The school also has five training days. These are planned for:**

**Friday 3<sup>rd</sup> October 2017; Monday 6<sup>th</sup> November 2017; Monday 4<sup>th</sup> December 2017; Friday 16<sup>th</sup> February 2018 and Thursday 3<sup>rd</sup> May 2018  
(this date is provisional and subject to change depending on the announcement of Welsh Assembly Government Elections)**

## PROFILE OF THE SCHOOL

Fairoak Nursery School was opened in 1968. The current Fairoak Nursery School building was modernised and renovated in 2002. Throughout the year, there can be up to 144 children on roll in the nursery. The school has a caring and happy ethos shared by children, parents, staff and governors. The school sets very high levels in expectation of achievement and this is reflected in the outcomes attained by children at all levels of ability. It takes great pride not only in its academic successes but in participation in the local community.

## **Admission Procedures**

***Admission is controlled by the local authority and it is to the authority you need to apply. Applications can be made on line via the Newport City Council website.***

Children are admitted to the Nursery at the beginning of the Term following their third birthday if there are places available. During the spring and summer terms there are often only afternoon places available however children may be placed on the waiting list for a morning place in September. Children transfer from nursery to a variety of local Primary Schools provided they have reached the age of 4 years by the 31<sup>st</sup> August. Before your child starts Nursery you will be invited to attend an Induction session. In this way you are able to familiarise yourself with the main nursery areas, the garden and cloakrooms. You will be notified of the names of all the staff during these visits. The Additional Needs provision within the nursery includes children with disabilities who are integrated into all activities with appropriate support according to their disability. All children are actively encouraged to take part in all activities provided within the school environment. The nursery accommodation is furnished with disabled facilities. The nursery has a Disability Equality Scheme and Access plan and policy which are reviewed annually. Parents with disabilities and parents of disabled children are invited to discuss the scheme and contribute to its review.

**This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**

## **Mission Statement - 'Actively Engaging Lively Minds'**

### **Vision of Fairoak Nursery School**

We believe that all children in our care have great potential and our aim is to help them to grow in confidence and develop a passion for learning that will stay with them forever. By creating a happy, secure and stimulating learning environment, it is our aim that all members of our school community will grow in self-esteem and develop as caring individuals and members of society.



### **In order to achieve this we aim to:**

- \* inspire children in their learning by making it interesting, fun and relevant
- \* develop a love of learning in all children and give children access to the skills they need to enjoy life and achieve personal fulfilment
- \* improve children's performance in the basic skills of literacy, numeracy and ICT to enable them to access the curriculum effectively
- \* ensure that all children have access to a broad and balanced curriculum which encourages creativity and a sense of enquiry and exploration;
- \* involve children, parents, staff and governors with the wider community
- \* develop independent thinking, problem solving and children's ability to reflect and to improve upon their own learning
- \* ensure that the role of parents as partners in their children's education is celebrated and families are involved in children's learning
- \* develop the staff through appropriate training so that their performance is monitored and managed effectively
- \* work with the Governing Body to ensure that Governors are kept informed and involved in the life and work of the school
- \* value children as individuals but encourage them to recognise the needs of others, ensuring children develop the skills they need to be responsible citizens
- \* provide children with an education that prepares them for transfer to Reception classes in feeder schools
- \* develop in children a positive attitude, moral responsibility and self-discipline, based on respect and care for themselves and others
- \* encourage children to have a sense of awe and wonder and to meet their spiritual needs
- \* monitor and evaluate standards of teaching and learning in order to improve the quality of education for our children.

## GENERAL POINTS ABOUT NURSERY LIFE

Nursery session times are: 9.15 to 11.45 a.m. or 12.45 to 3.15 p.m.

- **Admission** into Nursery is through the gate on Lord Street. Please be advised that there is **no parking** in Lord Street, our neighbours have been told by police to report inconsiderate parking.
- Your child must be brought and collected by **a known adult**. Parents need to inform nursery if someone different will be collecting their child.
- Please keep to the **allocated times** as the children get very upset if you are late
- **Dogs** are not allowed on school premises with the exception of guide dogs, or support dogs for people with disabilities.

Dress your child in easy to manage clothes that will not be spoiled by paint, mud, sand etc. - tight jeans, dungarees and belts are not advised! Nursery uniform is optional and the polo shirts, sweatshirts and cardigans are available from Macey's Sports, Caerleon Road or from Tesco online through their Uniform Shop



We play every day in the garden despite the weather. Please ensure that your child has a waterproof coat which they can put on themselves. In the summer, your child needs to wear a hat and have sun cream applied before coming to nursery, open toe sandals and flip flops will not be allowed in the garden for health and safety reasons.

Encourage your child to dress by themselves and show them how to do up buttons/zips as they will be expected to put on their own coat after the first few weeks.

**Please label all clothing and shoes** with your child's name

For safety reasons jewellery is not advised and open toed sandals/flip flops are not suitable.

Please provide a drawstring bag with your child's wellies and spare clothes so that they can be hung and left on their coat peg. Ruck sacks will need to be taken home every day. Ensure that your child is able to recognise their own bag, perhaps put a badge or keyring on it as well as their name.

## **Visiting the Nursery**

Visiting the Nursery will enable both you and your child to become familiar with the staff and surroundings. During your visit encourage your child to explore the nursery. Our small toilets are usually a source of fascination – allow your child to use them and the wash basins.

After you visit the nursery encourage your child to talk to you about the visit.

Your child will probably be very excited about starting nursery however do not be surprised if they are overwhelmed when they arrive and cling to you.

## **We Expect Tears! Don't Be Embarrassed!**

1. On the first day bring your child in and settle them down – please tell them and a member of staff when you are going, reassure them you will return and then please leave without making a fuss.
2. We stagger entry into nursery over a few days – this enables staff to build up a relationship with a few children at a time.
3. On the day we ask you to leave your child for just one hour – this is extremely important as they have to realise that you will come back – **please ensure that you return on time.**
4. If your child has settled well, you may leave them for the whole session the following day.
5. Toileting – we do not allow nappies or pull ups in Nursery unless your child has a medical need. Speak to Mrs O'Brien if your child is not yet toilet trained as we will work with you to ensure they can still attend Nursery.

## **Internal Organisation**

- The children will be grouped into mixed ability part time classes. There are two classes each session, the Sunbeams and the Rainbows. Each class has up to 36 children with four members of staff.
- There is a breakfast club which runs from 8.20 until 9.15 each morning, if you would like details please ask at Reception.
- Extra educational support is given in all groups as required. All children have access to a full early years curriculum with additional needs support being given according to need. Our Additional Educational Needs Policy is available on request.

## Equal Opportunities

We are committed to promoting equal access to all areas of the curriculum for all our children and developing teaching methods appropriate to children's developmental needs. We recognise that our society is multi-racial and multicultural and seek to develop attitudes and ways of behaving appropriate to living in a society which wishes to eliminate inequalities, and to promote cultural harmony.

## The Curriculum

We provide a wide range of learning experiences to enable each child to develop his or her abilities to the full. Welsh as a second language is a statutory requirement and we aim to develop bilingualism at every opportunity. Literacy and Numeracy development are pre-requisites for progress in all other curriculum areas and these are viewed as a priority. Personal and social skills, well-being and cultural diversity are at the heart of the early year's philosophy. Opportunities to develop well-motivated attitudes for learning based on listening to learners are built into all activities within the daily routines. The curriculum is mainly skills based reflects the children's developmental needs and current interests.

The curriculum is carefully planned and structured around the 7 Areas of Learning:-

- ❖ Personal, Social and Well-Being and Cultural Diversity
- ❖ Language, Literacy and Communication Skills
- ❖ Mathematical Development
- ❖ Knowledge and Understanding of the World and Multicultural Learning
- ❖ Physical Development and Outdoor Activities
- ❖ Welsh Language Development
- ❖ Creative Skills

Further details about the Foundation Phase Curriculum can be found on the [learning.gov.wales](http://learning.gov.wales) website



### **Visits/Policy on Charging for School Activities**

All children take part in visits into the local community and wider environment. Costs are kept to a minimum and no child is excluded solely because of their inability to pay. All children need to be accompanied by an adult on visits further than the local community. A range of visitors come to the Nursery to share their experiences including representatives from charities, local people of interest, students, parent volunteers and members of the crew of HMS Severn! Visits to nursery by theatre groups, storytellers, musicians and professionals to support the curriculum are generally funded by School Fund but the Governors retain the right to seek contributions for participation in such activities.

### **Parents as Partners**

We attach great importance to the role of parents as partners in their child's education. We recognise the positive role parents play in supporting the work of the nursery in educating their children. If you are interested in becoming a parent governor or parent helper in nursery, please speak to the Head-teacher. It is necessary for all parent helpers to have a DBS check in place however there is no cost involved.

### **Parent Teacher Consultations**

We invite you to parent-teacher consultations where you can view your child's individual profile and discuss your child's progress with their key-worker/teacher. A written report is sent home in the summer term when parents are invited to discuss any concerns regarding the report with staff. If at any time you have a concern about a matter relating to your child you are invited to make an appointment to see the Head-teacher. Parents are requested not to approach a member of staff when they are working with groups of children. All matters will be dealt with in the strictest confidence.

### **Pupil Records**

The Education Regulations [School Records] 1989 state that regarding access to pupil records, all parents have the right of access to their children's records stored at the school. Any parent wishing to view records of their child must contact the Head-teacher to arrange an appointment time. We keep tracking notes on assessed activities each term to show development and progress and these are transferred to reception classes on entry to primary school. These are reported on in writing at the end of the School Year.

## Discipline

Discipline is firm and fair. Whether inside or outdoors all children are expected to show the kind of behaviour expected by a responsible parent. The nursery expects all children to:-

- Take a pride in the appearance of themselves, the building and the nursery garden
- Be considerate and show respect for the needs and feelings of their peers
- Keep hands, feet, objects and unkind words to themselves
- Follow instructions and address all members of staff and visitors respectfully

Staff will speak to the Head-teacher if children find difficulties in following instructions and it is the nursery policy to involve parents at a very early stage when a child finds it hard to conform to an acceptable pattern of behaviour. It is the policy of the nursery to praise all aspects of a child's development. Staff constantly seeks opportunities to use praise and encouragement throughout each session. The Behaviour Policy is available on request.

## Child Protection

We take our responsibilities in this area very seriously and if we have any concerns, we will notify the relevant agencies. In all matters of Child Protection, a referral may need to be made without parental consent. The Child Protection Policy is available upon request.

## Health and Safety / School Security

Health and Safety is a priority for the welfare of all children and staff. A key pad security system is in place on the main front entrance and the rear entrance is locked unless in use. The school is fully alarmed with a direct link to the police. A procedure is in place for all visitors to the school to sign a register on arrival and departure. Dogs are not allowed on the premises [with the exception of Guide dogs and support dogs]. Risk assessments procedures are in place concerning Health and Safety and are reviewed regularly according to HSE advice and LA policy. The nursery keeps an accident book and all accidents are investigated and reported to the Governing Body. Staff are trained regularly in First Aid and follow Health and Safety guidance. **It is the policy of the school that whoever brings the child to nursery will be the person who also collects the child, unless the staff are informed otherwise.**

### **Administration of Medicine.**

Nursery staff, in accordance with LA policy, are not permitted to administer medicine in school unless the child would be unable to attend school without it. Most medication can be administered by the parent before or after the session. Asthma pumps/Epi- pens may be kept in school for emergency use however parents must sign the LA agreement and they must be correctly labelled with the child's name and dispensing chemist's details for the administration of the medicine. Parents must regularly check the pumps/pens are still within their use-by date and agree to keep their child home if they believe their child is likely to have a severe asthma attack.

### **Complaints Procedure**

Any parent wishing to make a complaint about the organisation and /or the content of the curriculum [under Section 23 of the Education Reform Act 1988] is asked to proceed using the following:-

- \* Notify the Head-teacher of the complaint, it will be investigated and a response made.
- \* If you are not satisfied with the response then notify, in writing, the Chair of the Governing Body. The Governors will investigate your complaint and respond to it.
- \* If you are not satisfied with the response, then notify, in writing, the Governors' Support Officer at Newport City Council, Civic Centre, Newport, South Wales NP20 4UR
- \* Your complaint will be investigated and you will be notified of the decision
- \*The Complaints Policy is available on request.

### **Health and Fitness Policy**

The nursery policy is to promote healthy living and for children to enjoy the benefits of a healthy lifestyle. Copies of our policy are available upon request.

### **Eco-Schools Committee**

Parents and children are encouraged to help the school find ways of reducing energy use, recycling, reusing and reducing the impact we make on the use of resources in our school and homes. Please speak to the Headteacher if you would like to be involved in the Eco Committee.

### **Attendance Policy**

We place great emphasis on good attendance so that all our children may get the best from their early years education. Newport City Council anticipates that all children will attend at least 94% of the school year. Our attendance policy explains how attendance is monitored and how parents and staff work in partnership to ensure excellence for all children. Copies are available on request. Attendance continues to give cause for concern due to the number of families taking holidays in school-time.

### **Student Observations**

As part of the observation and assessment unit of the Child Care Courses, students who are training in nursery need to gain the permission of the primary carer before observing children in the class. If you have any objections to this, please inform the school in writing and your child will be excluded from these observations.

All the information you require should be found within this booklet however please ask a member of staff if you have any other questions.