Marsh Hill Nursery School

PROSPECTUS 2014-2015

Marsh Hill Nursery School, 275 Marsh Hill, Erdington Birmingham B23 7HG
Telephone: 0121 464 3090
Fax: 0121 464 6982
Email: enquiry@marshln.bham.sch.uk

Headteacher: Mrs H Masaun
Our address is: Marsh Hill Nursery School
275 Marsh Hill
Erdington
Birmingham
B23 7HG

TEL: 0121 464 3090
FAX: 0121 464 6982

E-MAIL: enquiry@marshiln.bham.sch.uk
WEBSITE: www.marshiln.bham.sch.uk

Our Local Education Authority is:

Birmingham City Council
Education Department
Margaret Street
Birmingham
B3 3BU

Strategic Director – Children, Young People & Families:

Mr Peter Hay
Welcome to Marsh Hill Nursery School

Dear Parents,

Welcome to our school – we want your child to be happy! Your help is very important. A GOOD RELATIONSHIP between home and school is a significant aid to a child’s early experience of school.

Please remember – you are always welcome in the nursery to talk to the nursery staff. The best time is usually at the end of the nursery session. If you want to discuss anything privately, please make an appointment with your child’s teacher. If it is urgent she will see you at any time. If necessary, you can always speak to a senior member of staff. N.B. In the absence of the Headteacher, the Deputy Headteacher is in charge of the school.

Staffing at Marsh Hill Nursery School

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headteacher</td>
<td>Mrs. H. Masaun</td>
</tr>
<tr>
<td>Deputy Headteacher</td>
<td>Mrs. K. Witcomb</td>
</tr>
<tr>
<td>Teachers</td>
<td>Mrs. C. Foster</td>
</tr>
<tr>
<td></td>
<td>Miss R. Smith</td>
</tr>
<tr>
<td>Teaching Assistants</td>
<td>Miss J. Attwood</td>
</tr>
<tr>
<td></td>
<td>Mrs. J. Bailey</td>
</tr>
<tr>
<td></td>
<td>Miss. R. Chalmers</td>
</tr>
<tr>
<td></td>
<td>Miss. N. Collins</td>
</tr>
<tr>
<td></td>
<td>Mrs. M. O’Hara</td>
</tr>
<tr>
<td></td>
<td>Miss. M. Kaczmarek</td>
</tr>
<tr>
<td></td>
<td>Miss. D. Kerman</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mrs. J. James</td>
</tr>
</tbody>
</table>
School Organisation

Marsh Hill Nursery School is a LEA maintained School and comes under the authority of the Chief Education Officer. There are 104 children on roll, aged between 3 and 4 years. Children attend on a part-time basis, either for 5 morning or 5 afternoon sessions and are taught by qualified teachers and nursery nurses.

Aims and objectives of the school

Aim: To provide a happy, safe and secure learning environment in which all individuals develop and flourish.

Objectives: To enable growth in the main areas of development.

There are now seven areas of learning in the Early Years Foundation Stage (EYFS) that are split into two groups:

Three prime areas:
- Personal, Social and Emotional Development (PSED)
- Communication and Language (CLL)
- Physical Development (PD)

And four specific areas:
- Literacy (L)
- Mathematics (M)
- Expressive Arts and Design (EAD)
- Understanding the World (UW)

The Curriculum of the school is designed to help achieve these objectives. In a nursery school the curriculum is embodied in activities rather than set lessons or separate subjects. Children learn through play at this stage - indeed play is the child's work. Unless children have acquired a task-like attitude to play it will be difficult for them to adjust to the more structured environment of the primary school. It is important, therefore, that play in the nursery school should not be haphazard, or totally spontaneous. Our aim is to strike a balance between spontaneous play and structured or guided activities.
Our Teaching Programme includes varied activities designed to encourage children's development. Provision is made for imaginative play; for experience with natural materials (sand, water, clay); for designing, constructing and making; for experimentation in creative activities and for physical boisterous play. Through these experiences, children's powers of language and their understanding of the natural and the built world will be extended. Physical abilities and co-ordination will develop and levels of concentration and persistence will be raised.

There is a great emphasis on language development in the school, particularly on concept-related language, which will later be the basis for mathematical understanding; on expressing language in sentences and using sentences in sequence; plus a rich vocabulary, essential before children start to read.

Science, mathematics, I.C.T. (computer studies), music and the humanities are also included in the curriculum, which is based on the curriculum guidance for the Foundation Stage.

Special Educational Needs

All the children have an equal entitlement to learning opportunities and those who may experience learning difficulties will be supported in partnership with parents and other agencies if necessary. The Special Needs Co-ordinator, Mrs. Masaun, will ensure that children will have support as outlined in the Code of Practice for Special Educational Needs.

For further information about the Code of Practice or the School's Special Educational Needs Policy, please see your child's teacher.

School Hours

Morning session 8.40 a.m. to 11.40 a.m.

Afternoon session 12.30 p.m. to 3.30 p.m.

Except Wednesdays 8.40 am - 11.00 am & 1.00 pm - 3.30 pm

(Nursery is closed from 11.00 am - 1.00 pm on Wednesdays for staff training and planning. We would appreciate you collecting children promptly by 11.00 am to enable staff to start on time at the end of the morning session).
Registration and Departure

Arrival at school

Children should always be handed personally to a teacher - parents are welcome to come into the classrooms and have a few words with the teacher at the beginning or the end of the session. Please ensure that your child arrives at school on time.

Departure from school

Please collect your child promptly. Young children get worried if they are left after all the children have gone home. For safety reasons, only authorised adults will be allowed to collect a child from school and these adults must be specified beforehand. If there is an unexpected change of person collecting, please inform the school by telephone as soon as possible, as staff will not let your child go with an unauthorised adult without confirmation.

Child Protection

Where there are concerns about a child’s welfare, there may be a need to contact other agencies without first notifying parents or carers. This is a legal obligation and not a personal decision. The decision will be made in partnership between the Education Services and Social Care Services.

School Fund – We ask for £1 a week, to be paid half termly, which includes any drinks and snacks the children have in Nursery. The money is also used to pay for small day-to-day expenses, e.g. cooking ingredients and play dough, as well as larger equipment. Visits by the Animal Lecture Service and Puppet Theatre etc. are also paid for from school funds, as is our Christmas treat and parties. It is also used to subsidise our school trips.

School Charges – Charges will be made for lost or damaged items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Book</td>
<td>£5.00</td>
</tr>
<tr>
<td>Take Home Activity Bag</td>
<td>£5.00</td>
</tr>
</tbody>
</table>

Food – Please do not send children with sweets, crisps, etc. A drink is provided daily in Nursery for children. We also ask parents not to give children sweets etc., when they collect them at the end of the session.
Illness - When children are unwell, keep them at home and inform the school. Staff do not give medicine to children at school, so if you child is on a course of antibiotics, please keep him/her at home. If your child requires an asthma inhaler to be available at all times, mark it with the child’s name and hand it to the child’s teacher, with any special instructions for its use (written down). If your child has been sick, or had diarrhoea, it is wise to keep them away from other children for about 48 hours to avoid passing on infections.

Attendance – We pride ourselves on a high level of pupil attendance. Certificates are presented to individuals who achieve 100% over the year. Staff are required by law to record a reason for absence in the class register so parents are responsible for letting the school know.

Personal Insurance – The city carries no personal accident insurance on behalf of pupils. Parents who feel that this type of insurance cover is necessary for their children are advised to take out an appropriate policy with an insurance company. The personal property of pupils brought into school is not insured by the city. It is the responsibility of parents to ensure that such items of value are adequately insured through their own private policies. It is sensible to leave valuable items at home. The fact that the city does not have insurance cover in respect of personal accidents to pupils or their personal property would not of course affect its legal liability should it have in some way been negligent.

Photographs - Photographs are taken by the staff of special events, children playing, etc. as a matter of course and parents enjoy seeing them displayed. These do not leave the school premises or appear on the Internet without parental approval.

If you have any concerns about your child being photographed please speak to the headteacher.

Complaints Procedure – If you should have any concerns about the education your child is receiving please do not hesitate to come into school and discuss them. Most concerns can be resolved by talking to the relevant teacher and this should be your first action. If after a discussion with the teacher you feel that your concern has not been satisfactorily addressed, then you need to speak to the Headteacher, or Deputy Headteacher, who will try to resolve the matter.

Governing Body – The School has a legally constituted Governing Body. As a corporate body they carry responsibility for the strategic management of the School, enabling the Headteacher and staff to run it effectively on a day-to-day basis.
**Primary School** - During the Autumn Term a letter will be sent to you from the LEA asking which primary school you wish your child to attend. You will need to return the form by the date given, usually early December. If you are undecided about where you want your child to go, may we suggest that you make an appointment to see the Headteacher, so that you can have a look round the school and discuss the facilities available - but do not delay in returning the form. If you do not receive this letter please ring 'Admissions and Appeals' on 0121 675 0555, who will send you an information pack.

The school encourages everyone connected with the nursery to walk to school in order to increase physical activity and to decrease childhood obesity, urban congestion and air pollution. To find the best route, go to website [www.schooltravelwise.co.uk](http://www.schooltravelwise.co.uk).

Copies of this policy, the school’s Disability Equality Scheme, and School Accessibility plan are available in the office.
Safety Points

1. The safety of your child is our main concern. The main to the school is situated next to the Hare & Hounds Public House and is signposted. This gate should be closed at all times to ensure your child's safety. This is especially important for parents to remember when they are delivering and collecting a child. Please ensure your child’s safety by closing the gate.

2. Please ensure that the children are punctual as registers are sent to the office at 8.50 a.m. and 12.40 p.m. Registers have to be accurate in case of an emergency evacuation of the school. It is vital that if children are late, that the Headteacher or Secretary be informed by the parent so that the necessary adjustments can be made to the registers.

3. For safety reasons, jewellery should not be worn in school. However, stud earrings are permissible.

4. Dogs are not allowed on the premises – for obvious health and safety reasons.

5. Parking - Parents are asked not to park outside the school but to use the surrounding streets for on-road parking.

6. No Smoking - no smoking is allowed anywhere on school premises.

7. Mobile Telephones - must be switched off when inside the school building.
Here Are Some Ways You Can Help Your Child:

- Be generous with your time - listen and talk to him/her.
- Read stories and talk about the pictures.
- Name and teach colours.
- Teach them how to dress themselves - especially coats.
- Show them how to use the toilet - including flushing the toilet and hand washing afterwards.

Here Are Some Ways You Can Help Us:

- Put names on children’s clothes (especially school sweatshirts).
- Dress children in easy to handle clothing - easy to undo and do up. A child may need to use the toilet urgently and belts and braces can cause problems. Leisure or tracksuits are ideal. Please send children with mittens rather than gloves in cold weather.
- Do not dress children in “best” clothes. Nursery school activities involve energetic outside play and messy indoor activities like painting, pasting, etc.
FAIR PROCESSING NOTICE

Data Protection Act
Marsh Hill Nursery School holds information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the nursery as a whole is doing. From time to time the nursery is required to pass on some of this data to Local Authorities, the DCSF and to agencies that are prescribed by law, such as QCA and Ofsted. Access to this information is strictly limited to those who need it to do their job.

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to view the complete document or access the personal data held about your child, then please contact the nursery for further information.

You can also visit www.everychildmatters.gov.uk/contactpoint for further information.

Also available is the Marsh Hill Nursery Publication Scheme which is available under the Freedom of Information Act 2000.
## SCHOOL TERM DATES

### ACADEMIC YEAR 2014-2015

<table>
<thead>
<tr>
<th>Autumn Term 2014</th>
<th>Spring Term 2015</th>
<th>Summer Term 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start</strong></td>
<td><strong>Start</strong></td>
<td><strong>Start</strong></td>
</tr>
<tr>
<td>Monday 1&lt;sup&gt;st&lt;/sup&gt; September 2014</td>
<td>Monday 5&lt;sup&gt;th&lt;/sup&gt; January 2015</td>
<td>Monday 13&lt;sup&gt;th&lt;/sup&gt; April 2015</td>
</tr>
<tr>
<td><strong>To</strong></td>
<td><strong>To</strong></td>
<td><strong>To</strong></td>
</tr>
<tr>
<td>Friday 24&lt;sup&gt;th&lt;/sup&gt; October 2014</td>
<td>Friday 13&lt;sup&gt;th&lt;/sup&gt; February 2015</td>
<td>Friday 22&lt;sup&gt;nd&lt;/sup&gt; May 2015</td>
</tr>
<tr>
<td><strong>Half Term</strong></td>
<td><strong>Half Term</strong></td>
<td><strong>Half Term</strong></td>
</tr>
<tr>
<td>Monday 3&lt;sup&gt;rd&lt;/sup&gt; November 2014</td>
<td>Monday 23&lt;sup&gt;rd&lt;/sup&gt; February 2015</td>
<td>Monday 1&lt;sup&gt;st&lt;/sup&gt; June 2015</td>
</tr>
<tr>
<td><strong>To</strong></td>
<td><strong>To</strong></td>
<td><strong>To</strong></td>
</tr>
<tr>
<td>Friday 19&lt;sup&gt;th&lt;/sup&gt; December 2014</td>
<td>Friday 27&lt;sup&gt;th&lt;/sup&gt; March 2015</td>
<td>Monday 20&lt;sup&gt;th&lt;/sup&gt; July 2015</td>
</tr>
<tr>
<td><strong>Finish</strong></td>
<td><strong>Finish</strong></td>
<td><strong>Finish</strong></td>
</tr>
</tbody>
</table>

During the year there will be approximately 5 days used for teacher training, when school will be closed for the children.