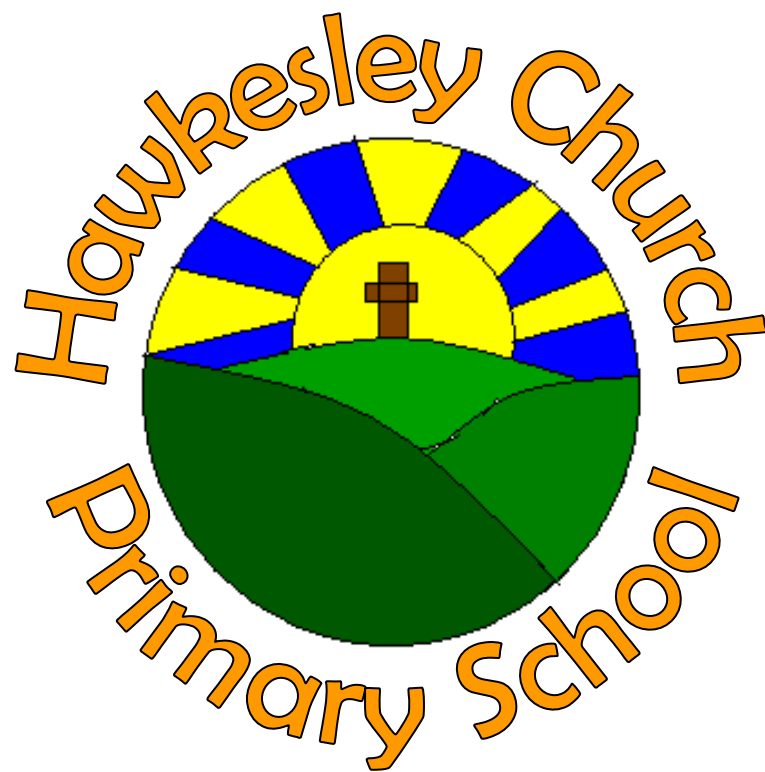


Welcome
to



Nursery

Hawkesley Church Primary School
(Nursery Unit)

376 Shannon Road
Kings Norton
Birmingham
B38 9TR

0121 459 6467

Acting Head Teacher: Mr Graeme Gill

Foundation Staff

Mrs Bellamy
(Foundation Stage Leader)

Miss C Brush

Miss V Hasker

Mrs H Kenny

Mrs S Ray

Mrs R Allport

Mrs A Parker

Mission Statement

All children are entitled to quality education, and at this school we aim to set standards of excellence in the quality of teaching and learning experiences that we offer to our children.

The children will always be at the heart of the educational process, and we celebrate success in all areas of achievement. Children will be encouraged to develop enquiring minds, initiative, confidence in themselves and respect for each other, laying a Christian foundation and preparing them for life in a multi-cultural society.

Philosophy Statement

At Hawkesley we believe that the Foundation Stage forms the foundation for all future learning. We believe that it must embrace each individual's previous experiences and interest, and build upon them. Through play (both adult and child-led) children are able to access the whole curriculum. Play is also a secure platform from which children can confidently explore personal and social relationships and learn about the world around them within specific boundaries. We place a high profile on speaking and listening to enable all children to access all activities and to communicate their knowledge and understanding.

Aims

- To help young children achieve the five “Every Child Matters” (ECM) outcomes of staying safe, being healthy, enjoying and achieving economic well being.
- To ensure a smooth transition between home and school and foster the partnership between parents and practitioners.
- To provide a curriculum which recognises children as individuals, nurtures their individuality, and helps them to learn the rules needed to operate as part of a larger social group.
- To provide a safe and secure environment where children feel happy and have the confidence to develop new relationships and experience new learning opportunities.
- To recognise the importance of play and first hand experience in young children’s development whilst valuing the importance of talking and listening to children.
- To encourage and foster children’s independence in every aspect of school life.
- To develop skills, attitude and knowledge necessary to achieve the Early Learning Goals and to prepare for accessing the National Curriculum.

Early Learning Goals

The early learning goals are goals for children from birth until the end of the Reception year.

In Foundation Stage the six areas of learning are:

- Personal, Social and Emotional Development (PSED)
- Communication, Language and Literacy Development (CLLD)
- Problem Solving, Reading and Numeracy Development (PSRN)
- Physical development (PD)
- Knowledge and understanding of the world (KUW)
- Creative development (CD)

At Hawkesley Nursery we aim to provide a broad and balanced experience following the Early Years Foundation Stage Curriculum (EYFS) that allows the children to explore and develop in all six areas equally. We provide exciting and stimulating opportunities that encourage the children to try new experiences and challenges.

ADMISSIONS POLICY

Proposed Admission Arrangements for Primary Schools September 2011: Primary Voluntary Aided and Foundation Schools

Proposed Birmingham School Admission Criteria September 2011

School Name	Hawkesley Church of England – Methodist (Voluntary Aided) Primary School		
School Address	376 Shannon Road, Kings Norton, Birmingham, B38 9TR		
Head Teacher	Mrs Gill James	Tel No	0121-459-6467
Admission Number	60		
<p>It is the agreement of the Governing Body that school places will be offered to children who meet the following criteria in rank order:</p>			
Criteria			
1.	Looked after children		
2.	Children who have siblings, as defined by the Local Authority, who will be attending school at the date of the applicant's admission.		
3.	Children who either *regularly attend or whose parents *regularly attend Hawkesley Anglican/Methodist Church or another church of the Kings Norton Team Ministry. (A letter from one of the Team clergy will be required as proof of entitlement.)		
4.	Children who live on the Hawkesley, Primrose or Pool Farm estates. (A map is provided in the school and in Hawkesley and St Nicolas churches.)		
5.	Children who have attended Hawkesley Nursery Unit.		
6.	Children either *regularly attend or whose parents *regularly attend worship in another religious tradition. (A letter from one of their religious leaders will be required as proof of entitlement.)		
7.	Children who live nearest the school. (Distance measured according to the Local Authority definition.)		
<p>If within any one category above, there are more children than places available, the Governors will give priority to those living closest to the school, as measured by the Local Authority.</p>			
Shared Responsibility	Where Parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be Proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.		
Separating the "final qualifier" applications (twin, blocks of flats etc.)	In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection.		

* Regularly means once a month over a twelve month period.

How can I help my Child get ready for Nursery?

- Your child needs to be used to spending short periods of time away from you, perhaps at playgroup or staying with a friend or relative while you go out. He/She needs to be confident that you will return when you say you will.
- Talk with your child about what he/she will do at Nursery and what they will do while they are there.
- Encourage your child to use the toilet correctly and wash their hands independently.
- Encourage your child to put on their own coat, and teach them how to hang it on their peg.
- Teach your child to dress and undress independently, i.e. remove jumpers, shoes and socks for P.E.
- As soon as you know the name of your child's Key worker talk to your child about them and explain that they are his/her special grown up who will take care of him/her at Nursery.
- Complete the book 'All About Me' with your child ready to bring into Nursery to share with the Key Worker and other children.

Once your Child has started Nursery

Please value the experiences your child has at Nursery, just as the Nursery staff value those experiences your child has at home.

We will be sending homework activities for you to do with your child at home. These will be practical and will always involve you talking with your child.

Our Nursery

Our Nursery is a light, cheerful, open plan building with a spacious fenced garden.

The children have opportunities to experience creative activities with daily access to paint, sand and water play. They enjoy a variety of imaginative play and role play situations e.g. home corner and dressing up.



The children have regular access to a range of audio visual equipment such as listening centre, computers, tape recorders and a variety of musical instruments. We have a kitchen for cooking activities. There is ample provision, throughout the Nursery, for the development of reading, writing, numeracy, scientific, technological and physical skills.

Our Garden

Our play-based curriculum continues in our spacious Nursery garden. The children begin to develop within the six areas of learning through carefully planned activities, resulting in a continuity of learning both inside and out. There are obvious opportunities for developing gross motor skills e.g. riding bikes and developing an awareness of the natural world around them using all of the school grounds.



Our School

The Nursery is part of Hawkesley Church Primary School. We use some of the facilities in the main school and grounds such as the hall, library and the Conservation area. We regularly join with the rest of the school for assemblies and special celebrations.

Nursery staff hold regular meetings with parents to advise them on the E.Y.F.S curriculum, how to support their child and to discuss individual progress.

Parents are valued at Hawkesley and building positive relationships with staff enables their child to progress and develop in their learning.



Nursery Day

8.55-9.30	Children arrive and sit in their family groups for the register, days of the week/weather and to plan the days work. Milk and Toast
9.30-11.00	Work time – Children go to their chosen activity. (10-10.40 outside area is available)
11.00-11.10	Tidy up Time.
11.10-11.40	Family group time - planned activities.
11.45	Toilet/wash hands for dinner.
11.50-1.00	Dinner Time
1.00-1.30	Communication Language and Literacy - Development (CLLD).
1.30-2.20	Work Time (1.50 - 2.20 outside area available)
2.20-2.30	Tidy up Time
2.30-2.40	Family group - for fruit and water and plenary.
2.40-3.00	Family group - story, circle time, prayer.
3.00- 3.15	Singing and home time.



Monetary Contributions

We charge 30p per day for milk and snacks and we ask that you make a voluntary contribution towards Nursery school fund. School fund helps to provide for cooking ingredients, toys, equipment and special treats. Monies should be paid to the key worker every Monday in a named envelope.

If you wish, you may pay half termly-payable at the beginning of half term.



Dinner Money

£3.10 for two days in a named envelope.

Snacks

Drinks: Milk or water
Snacks: Toast

The children will be tasting a variety of food throughout the year. Please let your key worker know if your child has any **food allergies**.

The children will have access to fresh water throughout the day.

Toys and Sweets

No toys or sweets should be brought to Nursery at any time.



Dress

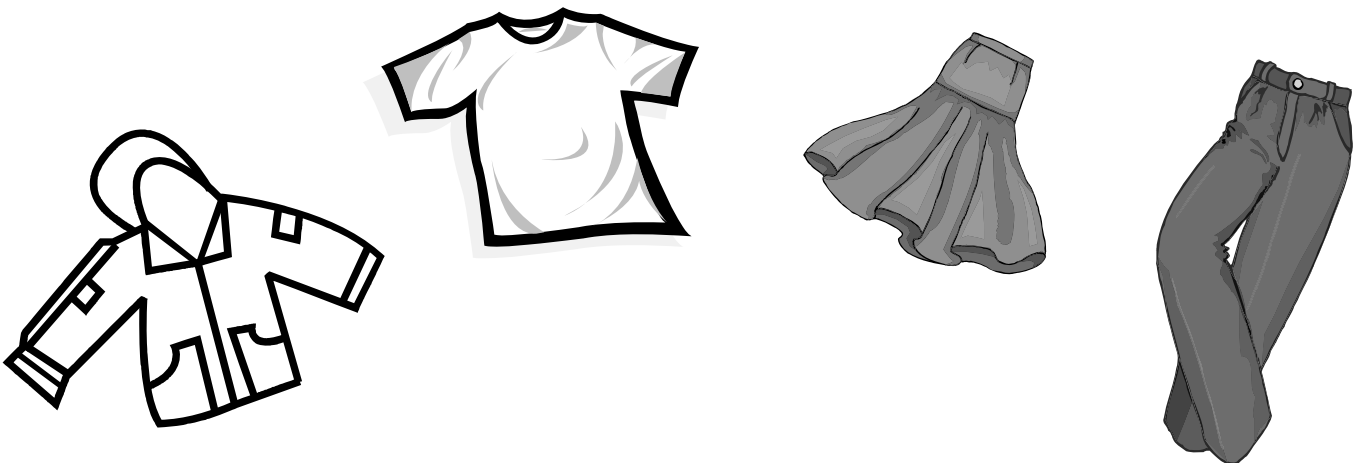
Your child needs to wear practical clothing that they can put on and take off themselves. Sweatshirts, joggers and leggings are ideal. Please avoid belts, buckles, shoe laces and dungarees. We provide aprons for messy activities but clothing will occasionally get dirty.

You will need to provide a pair of wellington boots for your child that can be kept in the Nursery at all times. Please make sure that these are clearly labelled.

Please be aware that the children access the outdoor area in all weathers, so you need to send your child dressed appropriately.

During the autumn and spring terms the children should have a coat, hat and gloves with them every day for outdoor activities. In the summer please provide a sun hat and apply sun cream when necessary.

No Jewellery is allowed to be worn in school. If your child has pierced ears, only small studs may be worn.



**ALL CLOTHING SHOULD BE CLEARLY
NAMED AND CHECKED REGULARLY**

Attendance

It is important that your child should attend Nursery every day unless they are ill. If your child is absent please telephone or send a message giving a reason for the absence.

In the event of sickness or Diarrhoea your child **must not attend for 48 hours** after the last bout.

If your child is ill or injured during the school day please ensure the key worker has your up to date contact numbers.

Punctuality is important for your child, the doors open at 8.55. Please do your best to arrive on time and to return promptly at the end of the session.

Children will not be allowed into Nursery after 9.10 am as the session will have started and staff will be busy with the children.

Please carry the school telephone number with you in case of unavoidable delay. If someone else is going to collect your child please tell the key worker and make sure your child knows too.

In the event of any closure please listen to the local radio station i.e. BRMB, Radio West Midlands or Heart F.M.

We also have a system in place to send out a text message when school may be closed for any reason.



Nursery Rules

Ethos

At Hawkesley Church Primary School it is our aim to be a safe, secure and stimulating learning environment where all are able to achieve and where we embrace Christian values.

The children are encouraged to take responsibility for their own behaviour and the consequences of choosing to misbehave.

The adults in this school use the policy fairly and consistently thereby contributing to a positive ethos where praise and recognition for work and personalities is common place.

**ALL CHILDREN AND ADULTS ARE AWARE OF AND
HAVE AN UNDERSTANDING OF WHAT IS
APPROPRIATE AND WHAT IS INAPPROPRIATE AND
UNACCEPTABLE BEHAVIOUR.**

To see a full copy of the behaviour policy please speak to the office staff.

We need parents to support school with this policy in order for behaviour to be 'outstanding'.

Behaviour Chart

HAPPY SIDE REWARD

A child collects stickers on a card every time their name is moved up on to the happy side of the chart. Every time a child completes their card they will receive a coloured badge. This will be awarded in the Friday morning Achievement Assembly.



SAD SIDE CONSEQUENCE

When a child's name is moved down onto the sad side of the chart they will be spoken to by their key worker. If the behaviour continues to be disruptive they will be removed from the group and then any further disruption may result in the child being taken to the Head Teacher.

The key worker will always inform you of behaviour both good and bad.



Every day is a fresh start for all children

Please let school know if you have concerns about your child's behaviour as soon as possible.

Safety

- Always close the gate after you.
- Always keep your toddler with you.
- Please do not block the doorway.
- The school car park is for staff cars only.
- Cars must not be parked within 15 metres of the school entrance.
- No smoking is allowed on school site.
- No dogs are allowed on the school site.

Parent Helpers

If you would like to help in any way, either coming into Nursery to work with the children or to help with the preparation of activities/resources please see your child's key worker.

Reading

We feel that shared reading plays a vital part of the children's reading development and encourages a love of books.

You are invited into Nursery and Reception every Monday morning to spend 5-10 minutes reading with your child and changing their home reader.

Your child will need a book bag which they will bring in every day, which can be purchased from the main school office. They will be given a library book to take home three times a week.

It is good to get into a reading habit of sharing a book each day, even if it is for a few minutes. Read the story to your child, get them to point to the pictures and talk about the story. This should be a relaxed, enjoyable time for you both.

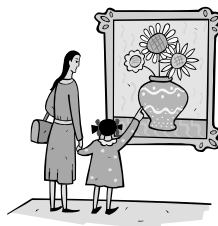
The children are given a shared reading record book so that any comments about the book can be recorded by parents. Your comments are valued and may lead to your child receiving a reward.

EDUCATIONAL VISITS AND CHARGING POLICY

Many visits are organised as part of the Curriculum, so a great deal of time is spent in the classroom in preparation and follow up work. It is important, therefore, that all children take part in such visits.

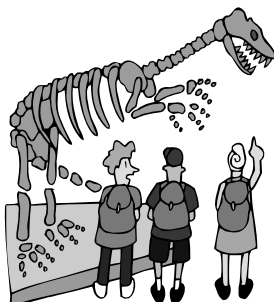


Many of these are of a local nature, and we make considerable use of our immediate environment. We are also lucky to have such a culturally rich city, and we do make visits to the City Centre as well as other more distant places of interest.



We are not able to charge for Educational trips that take place during the school day, as laid down in the 1988 Education Reform Act. We, therefore, ask parents for voluntary contributions for such outings, but clearly these can only take place if sufficient contributions are received.

We must stress that all money received does not subsidise the cost of other children going who do not pay.



Hawkesley Church Primary School **Charging and Remission Policy Statement**

RATIONALE

The Governing Body of Hawkesley Church Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.

CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school.

Residential Activities Taking Place Largely During School Hours

The full cost to each pupil of board and lodging. Parents have the right to claim free activities if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Support under section V1 of the Immigration and Asylum Act 1996
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold

Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

Individual Instrumental Tuition

The full cost to the pupil for providing and instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

REMISSIONS

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chairman of Governors will make authorisation for such remission.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from parents to cover the cost of the following activities:

cost of materials, bus fares, entrance fees, school visitors etc and insurance

GENERAL

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Date agreed by the Governing Body: 24th January 2008

Signed:

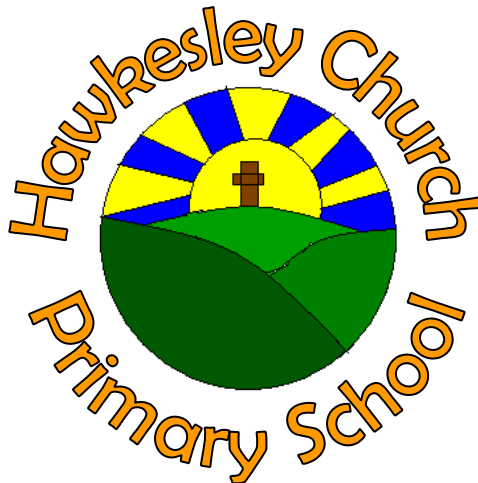
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Going to School

DO NOT LEAVE IT TOO LATE TO REGISTER YOUR CHILD FOR PRIMARY SCHOOL. YOU SHOULD THINK ABOUT DOING THIS SOON AFTER YOUR CHILD STARTS NURSERY (October/November).

The Hawkesley Church Primary School prospectus is available from the school office. Visits to look around the school can be arranged by appointment only.

Your child's attendance at the Nursery Unit does not automatically guarantee you a place at the school.



Hawkesley Church Primary School

376 Shannon Road
Kings Norton
Birmingham
B38 9TR

0121 459 6467

Acting Head Teacher: Mr G Gill

SUMMARY OF CHILD PROTECTION INFORMATION FOR VISITORS, VOLUNTEERS AND PARENTS

Hawkesley Church Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Hawkesley Church Primary School in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

Designated Senior Person name:

Mr G Gill

If this person is not available please contact
Deputy DSP name:

Mr; D Johnson

Governor:

Mr; L Mann

Everyone working with our children, their parents and carers should be aware that:-

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSP) immediately.
- If the DSP is not available the Head or the Deputy DSP should be contacted.
- Disclosures of abuse or harm from children may be made at any time.

TERM DATES
FOR ACADEMIC YEAR
2011-2012

Autumn term starts Thursday 1 September 2011

(Half term Friday October 21 – Monday October 31)

Term ends Friday 16 December 2011

Spring term starts Wednesday 4 January 2012

(Half term Friday 10-Monday 20 February)

Term ends Friday 30 March 2012

Summer term starts Monday 16 April 2012

(Half term Friday 1 June – Monday 11 June)

Term ends Friday 20 July 2012

School will be closed for staff training days on:

Thursday 1 September 2012

Friday 2 September 2012

