

# The Learning Tree Nursery



## Prospectus September 2021



## *Our Nursery School*

The Learning Tree is a nursery facility that operates within the grounds of Stoneydelph Primary School.

The Learning Tree Nursery caters for children from the age of 2 up to Reception age. The children are separated into two rooms dependant on age, Caterpillars and Butterflies. The butterflies nursery class work very closely with the reception class within the school which often helps with the transition of your child moving from nursery to reception as it is a familiar environment with familiar faces.



The nursery is set in extensive grounds with their own safe and enclosed playground, gardens, wildlife areas and playing fields all of which are home to an array of birds and wildlife that the children can enjoy. Pupils also enjoy regular engagement with a specialist music teacher each week.

The school and nursery are Ofsted rated 'Good'.

The following information is taken from our Ofsted report in February 2017.

- The early years leader is effective. She has a good understanding of the demands of the curriculum. She uses this knowledge to ensure that staff provide children with activities which challenge their thinking well.
- The caterpillar room caters for two and three year old children. The well-designed environment accommodates children of different ages well. For example, children can access rest/sleeping spaces if they need to. Children are well cared for.
- Teaching is effective. Children in the nursery experience initial phonic and number work. As a result of good teaching, children make good progress in early reading and mathematics. Children engage in activities which are appropriately challenging. They collaborate well. For example, two boys in Reception talked about how they mix up letters such as 'd' and 'p'. Through discussion, they ensured that they formed these letters correctly in their spelling work.
- Children behave well as they enjoy their learning. Good behaviour and moral codes are established in the early years.
- The early years leader works with parents to clarify best ways to develop the partnership between the school and the home. 'Stay and read' sessions are proving popular, with parents spending time in the classrooms seeing how staff encourage children to read. The school has also developed effective partnerships with external support agencies. This means that staff can access support for specific learning and medical needs as and when needed.
- Systems for keeping children safe are robust. Staff working in all parts of the provision communicate well with each other and receive timely training. This includes paediatric first-aid training.

## A message from the Head teacher

Welcome to Stoneydelph Primary School, our school caters for children from two years of age in our nursery through to learners of eleven.

We are a happy, caring and welcoming school promoting good manners and respect.

We value every member of our school community and our children are at the heart of all we do.

Our school has a hardworking, friendly staff, all of whom are committed to providing our learners with a 'real and vivid' range of exciting learning opportunities, in a caring and supportive environment, personalised to ensure the needs and interests of your child.

Our extensive grounds, excellent facilities and wide range of resources are used to support the learning of all.

We aim for high academic standards but also believe that the development of personal values, good behaviour, positive attitudes and enjoying learning are crucial to the development of all children.

Our pupils leave Stoneydelph as successful, confident and motivated learners, well prepared for the next step in their learning journey.

We believe that the partnership between parents and school is vital and we actively encourage you to be involved in your child's learning.

This prospectus can provide you with information that you and your child will need to know about the daily life in school but is no substitute for a personal visit. You are warmly invited to contact us to arrange a visit to see our learners at work and experience our learning environment.

I look forward to meeting you and your child.

Mrs Esther Parsons  
Head Teacher



## **Settling into Nursery**

### **Our aims**

- To work closely with parents and carers.
- To support your child move from home, family and familiar people into a new community within nursery.
- To help children feel safe, secure and confident in the nursery setting by forming a trusting attachment with their key person.

### **Helping your child settle in**

We hope that you get to know us well and that you and your child have a happy and successful time with us.

Children settle into nursery settings in very different ways; some may be confident from the outset, whilst others are a little more anxious and experience difficulties in separating from their parent/carer. Please be assured this is a normal part of a child's development. We understand that this may be a worrying experience for a parent however by working closely with you and using our experience of working with younger children, we help your child settle quickly and become confident in their new setting.

An essential part of the settling in process is the information that you provide and share with the nursery staff. This information provides the staff with a child's individual needs (likes, dislikes, special comforts etc) which may help make them feel more settled and secure. You will find within the welcome pack forms that give you the opportunity to tell us about your child. In addition to this, you will be invited to Stay and Play sessions in nursery. If you would like to have a home visit made by the The Learning Tree Manager please let us know.

### **The settling in period**

The settling in period is the time when you and your child together visit nursery. This gives you and your child opportunity to meet with your child's key person and become familiar with the setting.

It is important to note that we require you as a parent/carer to help your child settle into nursery.

As your child settles and develops a relationship with their key person they will come to trust that:

- Their key person and other staff will be caring and meet their needs.
- Staff will deal positively with any problems they may have.
- They will have positive and stimulating experiences in nursery that will make them want to come back.

The settling in process also allows you as a parent/carer to assess:





- What learning experiences we provide for children
- How staff play and interact with the children having fun whilst learning.

### Meet the Staff

Mrs Sadler  
Nursery Manager



Miss Horton  
Playworker



Mrs Shelton  
Playworker



Miss Steventon  
Playworker



Miss Sargent  
Playworker



Mrs Ross  
Playworker



## Opening Times & Prices

We are open 8:45am until 15:15pm. Please see the table below for more details on session times and prices.

Time	08:45-11:45	11:45- 12:15 (Paid session only)	12:15-15:15
Price	£13.50	£2.50	£13.50
Age range	2 - 4 years	2 - 4 years	2 - 4 years

If your child is of Nursery age they are entitled to 15 hours free provision. You are able to choose which sessions you would like to use your 15 hours on. You may also qualify for an extra 15 hours; if so your child is able to attend The Learning Tree full time and only pay for the half an hour lunch break.

Children who turn three on or between:

- 1 April and 31 August are eligible from the Autumn Term starting in September
- 1 September and 31 December are eligible from the Spring Term starting in January
- 1 January and 31 March are eligible from the Summer Term starting in April

We also offer government funded places which can be used a term after your child turns two, for more information on extra funded places please visit:

<https://www.childcarechoices.gov.uk/>



## The School Day

Children will come into nursery via the pedestrian gate entrance on Crowden Road. This gate will be opened at 8.35am and parents can walk to the nursery playground gate to meet the teacher at 8.45am. A staff member will meet you and your child at the gate and take them into the building.

Morning Session - 8.45am - 11.45am

Lunch Session - 11.45am - 12.15pm

Afternoon Session - 12.15pm - 3.15pm

### **A typical day in Nursery**

We have a flexible timetable, which accommodates the needs of the children; however, we try to follow this routine:



8.45am	Children arrive	12.15pm	Afternoon session - more children may arrive
9.15am	Carpet time (days of the week song, nursery rhymes and tell them the different activities of the day)	12.15pm-12.45pm	Free flow
9.30-10.30am	Free flow and adult led activities	12.45pm	Carpet time (days of the week song, nursery rhymes and tell them the different activities of the day)
10.30am	Snack time (water or milk and a range of fruit) * Nursery children have free flow snack during their sessions	13.00pm-14.00pm	Outdoor play/Free flow and adult led activities
10.45am	Nappy changing, Fine motor activity/Speech & language activity, Outdoor play	14.00pm	Snack time (water or milk and a range of fruit) ) * Nursery children have free flow snack during their sessions
11.15am	Tidy up time, Story time/Circle time/Rewards	14.15pm	Nappy changing, Fine motor activity/ Speech & language activity, Outdoor play
11.45am	Children go home/arrive/get ready for lunch	14.45pm	Tidy up time, Story time/Circle time/Rewards
11.45am-12.30pm	Lunch (the children go to play once they have finished eating)	15.15pm	Children to go home.



### Key Person for each child

We have a Key Person system in place - all the children are assigned to a Key Person you will be informed of your child's key worker during the first term. We like to see who the children warm to during the first few weeks before deciding who their key worker will be for the year.

### Important numbers

The Learning Tree mobile: 07968 298466

Stoneydelph Primary School main office: 01827 896666

The Learning Tree manager email:

[h.sadler@stoneydelph.staffs.sch.uk](mailto:h.sadler@stoneydelph.staffs.sch.uk)

### What do you need to bring?

The following items are required daily so your child can be comfortable and access everything they need at The Learning Tree:

- A spare set of clothes in for your child, labelled which can be left on their pegs (please still provide this if your child is fully toilet trained as accidents happen and they may get wet in the water tray etc.)
- Appropriate clothing and footwear for the current weather as we spend a lot of time outside (when the seasons change a letter will be sent as a reminder).
- If your child is stopping for lunch, please could you put sandwiches and other items in a labelled lunch bag/box with a small ice-block, if possible.
- Nappies, wipes and nappy bags if your child is required to use them.

### Dropping off and picking up

Please ensure you park outside school at all times, there is no parking within school grounds for pupils/ parents during 8.00am - 3:30pm, to ensure maximum safety for all pupils. When dropping your child off, please arrive at the pedestrian gate on Crowden Road. ***If you are running late dropping off your child please take your child to the main school office where a member of staff will escort your child to The Learning Tree.***

***If you are running late collecting your child or are unavailable to collect them please contact a member of staff and inform them (see collection policy).***



We hope all this information helps, please speak to a member of staff if you need further information or wish to discuss your child settling in.

## **Health and Safety**



### **Medicine**

We are only able to administer medication prescribed by a doctor when an indemnity form has been completed. These are available from the school office. **Medication must be handed in at the office and should not be kept in your child's bag.** If it is necessary for your child to take medication longer term, a care plan will be created by Mrs Bevan in consultation with you.

### **Emergencies**

If your child has an accident or becomes unwell during the school day, we will telephone to inform you.  
If your child receives a bump to the head, we will text/telephone to advise you and monitor during the afternoon.  
If you are unavailable to speak with, we will contact the emergency contacts named on your child's admission form.  
**It is therefore crucial that you keep us informed of any changes of telephone number.**



### **Medical Appointments**

Parents/carers should try to make these out of school hours where possible to avoid disruption to your child's day.



### **Illness at school:**

In cases where a child is unwell at nursery, parents/carers will be contacted, who should then arrange for the child to be collected from nursery.

### **Missing Children:**

If a child is absent for a continuous period of 10 days or more without any contact from the parent/carer we may have to notify the Local Authority. School will contact First Response and take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern. It may be that the School Liaison and Support Officer or PCSO will make a home visit to establish the whereabouts and safety of your child.



## **Absence Procedures**

Parents and carers are expected to inform school by 9.30am with the reason for absence each day their child is not in, this can be done via telephone on 01827 896666 or via email [office@stoneymdelph.staffs.sch.uk](mailto:office@stoneymdelph.staffs.sch.uk). If notification by the parent/carer is not received by 9.30am on the first day of absence, a telephone call or text message will be made to the parent/carer to determine the reason for non-attendance. Where children are absent for second and subsequent days (this does not have to be consecutive) and there

has been no contact from parents/carers, Mrs Claire Bevan, School Liaison & Support Officer, will attempt to make contact via telephone, home visit or letter.

### **Absences - When should I keep my child off school/nursery?**

It can be tricky deciding whether or not to keep your child off school or nursery when they are unwell. There are government guidelines for schools and nurseries that say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it is important to telephone the school or nursery on the first day to let them know that your child won't be in and to give the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, please let the teacher know.

#### **Coughs and colds**

It's fine to send your child to school with a minor cough or cold, however if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.

#### **Fever**

If your child has a fever, keep them off school until the fever goes away.

#### **Chickenpox**

If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5-10 days after the spots first appeared.

#### **Cold sores**

Children do not need to stay off school if they have a cold sore. Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

#### **Conjunctivitis**

You don't need to keep your child away from school if they have conjunctivitis. Children should be treated straight away with medication from the pharmacist or GP. Encourage your child not to rub their eyes and to wash their hands regularly.

#### **Coronavirus - Covid19**

The main symptoms of coronavirus are:

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you or any of your household have any of the main symptoms of coronavirus:

- Get a test to check if you have coronavirus as soon as possible.
- You and anyone you live with should stay at home and not have visitors until you get your test result - only leave your home to have a test.
- Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

### **Ear infection**

If your child has an ear infection and a fever or severe earache, keep them off school until they're feeling better or their fever goes away.

### **Hand, foot and mouth disease**

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

### **Head lice and nits**

Children do not need to stay off school if they have head lice. Please arrange to treat the headlice as soon as you can.

### **Impetigo**

If your child has impetigo, they will need antibiotic treatment from the GP. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share towels, cups and so on with other children at school.

### **Ringworm**

If your child has ringworm, see your pharmacist unless it is on their scalp, in which case you should see the GP. It is fine for your child to go to school once they have started treatment.

### **Scarlet fever**

If your child has scarlet fever, they will need treatment with antibiotics from the GP. Otherwise, they will be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

### **Slapped cheek syndrome (fifth disease)**

You do not need to keep your child off school if they have slapped cheek syndrome because once the rash appears, they're no longer infectious. If you suspect your child has slapped cheek syndrome, take them to the GP and let their school know if they're diagnosed with it.

### **Sore throat**

You can still send your child to school if they have a sore throat. If your child also has a fever, they should stay at home until the fever subsides.

### **Threadworms**

You do not need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.

## **Vomiting and diarrhoea**

Children with diarrhoea or vomiting should stay away from school for 48 hours after their symptoms have gone.

If your child has an illness that may be contagious, please check with the school office/nursery manager before sending your child to school.

## **Lunchtime**

Children should bring a packed lunch every day with them from home if they are staying during the lunch session. Packed lunches must be brought to school in a lunch box or container clearly labelled with your child's name. Please ensure you provide your child with a healthy packed lunch. For safety, cans, glass bottles and flasks are not allowed.



If your child forgets their packed lunch, please let us know if you will be bringing it to school. If you are unable to, we will provide a packed lunch from school at a cost of £2.30



## **Water Bottles**

All children are encouraged to drink water throughout the school day. Children need to bring a named water bottle with a sports cap to nursery. There are water coolers available in both buildings so that we can refill their bottles during the day. Please remember to sterilise or replace bottles regularly.

## **ParentPay**

As we are a cashless school all nursery and fees are all paid for using a secure website called ParentPay, you will be able to pay online using your credit / debit card or continue to make cash payments at PayPoint stores. ParentPay will be our preferred method of making payments to school. Once your child has started in school you will receive a letter with an activation code to set up your ParentPay account. You will also receive a guidebook with instructions included on how to set up your account.

What are the benefits to parents & pupils?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7
- The technology used is of the highest internet security available ensuring that your money will reach school safely - offering you peace of mind
- Payments can be made by credit/debit card or also through PayPoint
- Full payment histories, balance alerts and statements are available to you securely online at anytime

If you have any questions, please contact the school finance office. For more information, visit [www.parentpay.com/parents/](http://www.parentpay.com/parents/)

## **Class Dojo**

**Class Dojo is a great way for you to keep up to date with your child's class activities and school events.** Each pupil gets an avatar and teacher's award dojo reward points for things such as good homework, participating in class, staying on task, completing good work. Teachers can use a tablet or computer to give points throughout the school day.

Each pupil's points can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared or via the whole school page.

### **Communication**

Class Dojo also includes a messaging service. The messaging within Class Dojo is a great way to contact the class teacher and discuss any issues that may arise or to ask any questions you have. News and events will also be posted on the School story

All teachers using Class Dojo have set 'quiet hours' on their page. This may mean the teacher may not read or reply to messages out of the designated hours.

We would still urge you to contact school via the school office if the message is urgent as we cannot guarantee the teacher will see the message straight away.

### **School Story**

This gives you information about what is happening in school on a day-to-day basis. It may alert you to events i.e. parents evening, special events, or it may alert you to an issue you need to be aware of or it may just celebrate something exciting that is happening in school.

The school website is also a useful source of information - with policies, pictures and information.

### **Special Educational Needs / Learning Support**

Please let us know if your child has any problems that may affect his/her learning, e.g.

Speech, eyesight, hearing, medical conditions, physical needs, social concerns.

If your child is finding learning more difficult than his/her peers, we will contact you to discuss how he/she can be helped to improve.



Our Special Education Needs Co-ordinator (SENCO) is Mrs Katie Devitt

If necessary, your child's name will be added to the Learning Support/Needs register. This will ensure your child receives appropriate help through school or through work with other support agencies. Your support in this process is essential and we will contact you regularly to let you know about your child's progress.

We use the expertise of the Staffordshire Support Teams and other specialists to meet the needs of children with additional learning needs.

We can also refer children/families to our Family Support Services and provide details of how parents can access help for home support, in full confidence.

You are always welcome to discuss your child's progress with staff. An appointment helps to ensure adequate time is available for you and the teacher.



## **Safety around the school site**

We make regular checks of the school site and equipment to ensure that it is safe for our children. You can also help to keep all of our children safe by:

- reporting to the school office first if you need to visit school for any reason during the school day;
- not bringing your car onto school property and taking care when parking in the roads around school at the beginning and end of the school day;
- not bringing dogs onto the school property;
- not taking other people's children home unless the class teacher has been informed by the child's parents.

## **Care and Safeguarding Children**

Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children. Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will, in general, discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to children's team / agencies. However, this will be done only when such discussion does not place the child at increased risk of significant harm. Schools will seek advice when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm.

Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interest of all children.

All staff and volunteers are required to have CRB checks before working with our pupils.

The school will take appropriate disciplinary action when pupils/adults endanger the safety of others or breach school policies.

## **Behaviour and Anti -Bullying**

Our agreed school aims and values include that we should work together to provide:

- a safe, secure and caring environment where everyone is valued and mistakes are accepted as part of learning
- the opportunity to develop positive attitudes, tolerance and respect for self, each other, the community, the environment and the world we live in

Our school rules, agreed with our learners support this:

- treat other children and adults with respect
- never hurting other children or interfering with their property
- take care of the school building, grounds and property.

A small minority of children sometimes show behaviour that is unacceptable and for those children there are a clear set of sanctions contained within our behaviour policy.

We also have a clear set of procedures of how we deal with incidents of bullying. They are contained within our Anti Bullying Policy.

Both policies are reviewed regularly in consultation with our learners, parents and staff and are available from our school office or on our website.

A written reply will be given to any parents requesting leave of absence, whether approved or not. In the cases of leave being unauthorised a Penalty Notice Application may be made (see section above for further details).

For the most up to date advice and guidance, and to access a copy of the revised Code of Conduct for issuing Penalty Notices please go to: [www.staffordshire.gov.uk/education](http://www.staffordshire.gov.uk/education) or contact the Education Welfare Worker based within the Local Support Team on 01827 782004

## Photo Gallery

