

Together from the Start



Nursery School & Children's Centre

PROSPECTUS

2015 - 2016

Together we will make a Difference



Our Vision & Key Principles

Together from the start



Nursery School & Children's Centre

Vision & Key Principles

Together we will make a difference

Together from the start

To support our work with children and families everyone at



Nursery School & Children's Centre

is committed to

- Showing respect for diversity
- Promoting equality of opportunity
- Genuinely listening to and learning from each other
- Involving children and families
- Providing the best possible outcomes for all
- Being responsive and flexible to individual's needs

Together we will make a difference

Together from the start

The desire to implement a vision that will engage individuals and ensure each individual is given the opportunity to develop and make progress in all areas of learning and in life



Nursery School & Children's Centre

Self-esteem	Direction	Praise
Learning	Encouragement	Trust
Enjoyment	Effort	Friendship
Respect	Fairness	Co-operation
Confidence	Harmony	Flexibility
Achievement	Happiness	Non judgemental

Together we will make a difference

Together from the Start

A vision which commits us to making



Nursery School & Children's Centre

a place where everyone matters
A place at the heart of the community where people

Learn & develop	Get involved in decisions which affect them & their community	Travel easily & safely	Lead healthy lives
Enjoy a high quality environment	Feel safe	Work & prosper	Get help if they need it

Together we will make a difference



Nursery School & Children's Centre

Dear Parent/Carer

Starting Nursery is an important stage in both your child's life and your own.

This prospectus provides you with a snapshot of the services on offer at Highfield Nursery School & Children's Centre, which have been developed over a period of time from Highfield Nursery School.

Highfield Nursery School has been at the heart of the community for more than seventy years. Generations of families have attended the Nursery School and recall their time at Highfield as being a happy one.

It is our belief that children have the maximum chances of success if school and home work closely together. So if having read this brochure you still feel that there are details you would like to discuss, we will be pleased to talk with you.

I trust that you will find the information in this prospectus useful and that you will become interested in finding out about the wider support, information and advice available for you.

For up to date news and information please take a look at our website.

We look forward to a successful partnership with you both now and in the future.

Yours faithfully

Alison Hindle

Alison Hindle
Headteacher/Head of Centre



Nursery School & Children's Centre

Outstanding!

On Friday 3rd July 2015, as a result of an Ofsted Inspection, judgements from our Self-Evaluations were confirmed and Highfield Early Years Centre was recognised as being an **OUTSTANDING** Nursery.

Highfield Cool Kids Club was inspected on the same day and the quality and standards of the provision judged as **GOOD**. This supported and confirmed our own judgement from Self-Evaluations.

The Governors would like to say a **BIG THANK YOU** to the Children, Parents/Carers, Teachers, Early Years Practitioners, Outreach Practitioners, Senior Leaders, Volunteers and all our staff at Highfield Nursery School & Children's Centre, as these are the people who make Highfield Nursery such a special place – an **OUTSTANDING** place.

It is almost one year to the day that Highfield Nursery School was inspected by Ofsted under the School Inspection Framework - Section 5 Inspection.

Our own Self-Evaluation of **OUTSTANDING** was confirmed.



Ofsted stated in the **Summary of Key Findings for Parents and Pupils -**

Highfield Early Years Centre - Inspection date 3rd July 2015:

'The quality of teaching is excellent as staff provide a diverse range of varied and imaginative experiences based on children's interests, both inside and outdoors. Consequently, children of all ages are highly motivated, eager to learn and make excellent progress.'

Highfield Cool Kids Club - Inspection date 3rd July 2015:

'Children of all ages are relaxed and happy. The Key Person system is exceptionally good. The well-qualified staff are highly skilled and sensitive in helping children form secure, emotional attachments.'

Highfield Nursery School - Inspection dates 8th & 9th July 2014:

'Outstanding Teaching is underpinned by an excellent understanding of how children learn.'

'Their vision of maintaining the strong educational principles of a nursery school within an integrated centre with families at its heart is what makes Highfield such a special place.'

Full reports are available to all parents/carers on our own website at www.highfieldchildrenscentre.co.uk

Reports for Highfield Early Years Centre, Highfield Cool Kids Club and Highfield Nursery School are published on the Ofsted website at www.ofsted.gov.uk

Our Vision & Key Principles

The happiness, well-being and education of your child is of great importance to us all.

Children are encouraged to join in a wide variety of active, challenging learning experiences, develop positive relationships and enjoy learning.

Everyone involved in the education and care of children is encouraged to develop his or her academic and creative potential and provide opportunities for children to think, question, reflect, discuss and evaluate.

Parents/Carers are partners in all aspects of their child's development. Parental/carer involvement in our sessions is positively encouraged and all parents/carers are welcome to contact and visit the Setting as they wish.

We aim to encourage 'lifelong learning' opportunities for all, demonstrating respect and acceptance for all cultures and faiths within the local and wider communities.



Keeping Safe and Protected

Young children are vulnerable. They develop resilience when their physical & psychological well-being is protected by adults. The **safeguarding and welfare requirements** (Statutory Framework for the Early Years Foundation Stage 2012) cover the steps that providers must take to keep children safe and promote their welfare.



Safeguarding and Child Protection Policy

At Highfield Nursery School & Children's Centre we have an effective child protection policy which provides clear direction to staff and others about expected codes of behaviour in dealing with child protection issues.

Safeguarding in Lancashire is now a wider agenda and does not solely focus on those children and young people in the traditional 'Child Protection System'.

Everyone at Highfield Nursery School & Children's Centre recognises that safeguarding and promoting the welfare of children is shared responsibility which requires respective joint working and partnership between all agencies, professionals, children and young people, parents and carers and members of the wider community. The safeguarding agenda is a complex and challenging one, but the outcome we are aiming for remains simple: children and young people are kept safe.

All practitioners adhere to one policy and one consistent set of procedures, improving the safeguarding of children, families and practitioners.

All staff are confident and knowledgeable to implement Safeguarding Policies and Procedure in all areas of practice ensuring children/young people and families are aware of their safeguarding responsibilities.

Our policy also makes explicit the Centre's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals are handled sensitively, professionally in ways which prioritise the needs of the child.

Here at Highfield Nursery School & Children's Centre - 'We recognise that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, and especially those at risk of suffering abuse'.

Highfield Nursery School & Children's Centre

Highfield Nursery School was built in 1943 to care for children whose parents/carers were working in the munitions factory in Euxton.

Highfield Nursery School & Children's Centre is situated in an area included in the top twenty percent index of deprivation. A large majority of children, young people and families living in the surrounding areas are of White British heritage. Children and families from a wider ethnic range - Polish/Chinese/Asian/Russian/Indian/Italian - access services at the School and Centre.

The Setting actively promotes inclusion and children with identified additional needs are admitted in line with the admissions policy set by the Local Authority. Children attending services delivered from the setting are from a wide range of socio-economic groups.

Multi-Agency professional partners deliver a range of services to children and young people from the Setting. The focus of our work centres around positive outcomes for children and families. We believe in involving and supporting individuals in order that they will grow to be happy, healthy, achieve their personal goals and make a positive contribution to the community in which they live.

The Setting recognises the central importance of parents/carers and families in the successful development of each child's well-being and that parents/carers are the child's first educators.

Working in partnership with parents/carers, everyone at Highfield understands that learning, development and care go hand in hand. We believe strongly in the importance of engaging parents in children's learning.

Staff at Highfield Nursery School & Children's Centre build on what children, young people and families can already do as the starting point for further growth and development. Great emphasis is placed on personal, social, emotional development and health and well-being.

We recognise that communication, language and literacy are of great importance in all of our lives and actively promote the development of these key skills.

**Together from
the Start.
Together we will
make a
Difference.**

What does Highfield Nursery School & Children's Centre provide for you?

Highfield Nursery School & Children's Centre is open 50 weeks of the year and is proud to offer a range of extended day care services between 7:30am and 6:00pm, five days a week.

The Setting provides:

- Free Nursery Entitlement of 15 hours per week, 38 weeks of the year for children the term after their third birthday. **Some** 2 year old children are eligible for Free Nursery Entitlement the term following their 2nd birthday. For further information contact the Outreach Service or speak to a member of staff at Reception.
- Part time sessions and full day care throughout the year.
- Integrated care, development & education for children.
- Support for parents/carers in education, training and personal development.
- Services delivered by multi-agency professionals to support children, parents/carers, young people, families and members of the wider community.
- Opportunities for Volunteer work at Highfield Nursery School & Children's Centre. We are committed to supporting, enabling and celebrating volunteering in all it's diversity.
- Training placements for students from education, health, social care and school based work experience are offered.
- Links with primary schools and private nurseries and early year's settings.

The provision of services is inclusive and flexible so that all families including young parents/carers and those needing support feel confident to access services at the School/Centre.

Baby Massage

Weigh and Stay : Baby Clinic

Twinkle Toes

Incredible Years

Positive Parenting

Jelly Babies

Weaning Talks

Counselling Service

Bump to Birth and Beyond

Ante Natal Clinics

Post Natal Clinics

English for speakers of other languages

Food for Thought

Paediatric Outreach Clinic

Speech & Language

Literacy & Numeracy

Services

All organisations involved with providing services to children – including out of school childcare providers, voluntary groups, local authorities, social care, schools and health providers – are developing services in new ways to meet the needs of Service users.

Parents/carers and professionals share information and work together to protect children and young people from harm and help them achieve the things they want from life.

Highfield Nursery School & Children's Centre is at the heart of a truly integrated service which caters for children from 2 years to 5 years plus, all year round.

The Early Years Foundation Stage Principles set the standard for learning, development and care for children from birth to 5.

Highfield Children's Centre

In this Early Years Setting where staff share their knowledge and work together, a strong team ethos has developed. We provide a range of high quality, multi-agency, integrated services and recognise the importance of working towards a shared vision in order to improve outcomes for our children.

Through such an approach, we draw upon a variety of professional experiences which includes: Nursery Teachers, Early Years Practitioners, Link Outreach Practitioners, Health Visitors, Social Care Practitioners, Play Workers, Volunteers, Governors, Advisers, Inspectors and Consultants.

This means as a service we can offer advice, support and information. This is based on the principles of early intervention and prevention, engaging and empowering others to share responsibility and open up opportunities which will provide the best outcomes.

Working towards excellence requires people who are committed to flexible, innovative and responsive ways of working and who enjoy a challenge.

Staff at Highfield come from a range of professional backgrounds and work together to support the delivery of high quality services to children/young people/parents/carers/families and members of the wider community.



Highfield Nursery School

The Nursery School is funded by the Local Authority and is managed by a Governing Body. The service runs term time only, for 38 weeks of the year.

As from September 2015 children from the age of 2 years to 4 years will be registered with the Nursery School.

The term after the child is 3, they are entitled to 15 hours of free education per week for 38 weeks a year. Some children are eligible for 15 hours Free Education the term after they are 2 years old.

Traditionally, children have accessed this free entitlement as five mornings or five afternoon sessions per week.

Flexible approaches to the delivery of these free sessions, to meet the needs of individual families, are offered.

Highfield Early Years Centre

This is a Neighbourhood Nursery Initiative run by a Voluntary Management Committee, for children between the ages of 3 months to 5 years old, and offers full day care.

The business is registered as a charity and is a 'not for profit making organisation'.

Highfield Early Years Centre offers:

6 baby places - between the age range 3 months to 2 years.

Places are available for children between the age range 2 years to 5 years.

Prices are available on request. This service operates for fifty weeks of the year from 7:30am - 6:00pm daily.

Highfield Early Years Centre is fully integrated with Highfield Nursery School and children from the age of 18 months to 4 years plus, play and learn together in the Rainbow Unit.

Highfield Cool Kids Club

Highfield Cool Kids Club is run by a Voluntary Management Committee and offers 'Wrap Around Care'. Extended sessions are available in each of the following services:

Breakfast Club 07:30 - 09:00 (40 places)

Lunch Club 12:00 - 12:30 (16 places)

After School Club 15:30 - 18:00 (40 places)

Prices are available on request.

Highfield Cool Kids Club caters for children between the age range 3 years to 8 years plus. The business is registered as a limited company and is a 'not for profit making organisation'.

Continuity of Care

Continuity of Care is operated by Highfield Cool Kids Club and offers care throughout the holiday periods for children aged 2 years to 8 years plus (40 places available).

Highfield Nursery School, Highfield Early Years Centre, Highfield Cool Kids Club and Highfield Continuity of Care operate from the Rainbow Unit.

Children of a variety of age ranges share the exciting, challenging and spacious environment. The club offers invaluable support to families throughout holiday periods.



Statutory Framework for the Early Years Foundation Stage

The Head Teacher, Deputy Head Teacher, Senior Teacher & Nursery Teachers each have a degree in Early Years Education and a number of years experience in teaching very young children. The Teachers are passionate about learning and teaching and offer a rich curriculum for the children.

A Senior Teacher leads learning and teaching in the Rainbow Unit working closely with two qualified Nursery Teachers. During 2015 - 2016 a Student Teacher will work closely with the Teachers to further support the delivery of a range of exciting learning experiences.

Teachers work with Early Years Practitioners and use observations of children, and children's own interests, to inform future plans which support children's learning and achievement.

A vast majority of the Early Years Practitioners have gained a Level 3 NVQ in Childcare, Learning and Development. Some Early Years Practitioners have a Level 4 or 5 qualification in Childcare, Learning and Development.

Overarching Principles

Four Guiding Principles and the Characteristics of Effective Learning shape the practice of all Teachers and Early Years Practitioners in Highfield Nursery School & Children's Centre:

- every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured. The **unique child** reaches out to relate to people and things. The ways in which the child engages with other people and their environment through the Characteristics of Effective Learning, which move through all areas of learning - **playing and exploring, active learning, creating and thinking critically** - underpins learning and development across all areas and supports the child to remain an effective and motivated learner.
- children learn to be strong and independent through **positive relationships**.
- children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
- **children develop and learn in different ways and at different rates**, the framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.



Together from the Start

The Early Years Foundation Stage Curriculum sets the standards to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to give children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The Early Years Foundation Stage Curriculum seeks to provide:

- **Quality and consistency** for children and families, so that every child makes good progress and no child gets left behind.
- **A secure foundation** through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly.
- **Partnership working** between practitioners and with parents/carers.
- **Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.



Together we will make a difference

Working in Partnership with Parents/Carers

Every child deserves the best possible start in life and the appropriate support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances.

A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning, together provide the foundation children need to make the most of their abilities and talents as they grow up.

Practitioners utilise the Early Years Foundation Stage Curriculum which is made up of seven areas of learning and development.

Please access the Parents Guide to the Early Years Foundation Stage Framework on the website www.highfieldchildrenscentre.co.uk or ask for a copy at Reception.

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 Prime Areas of learning are:

- **Communication and Language**
- **Physical Development**
- **Personal, Social and Emotional Development**

Children's learning is supported in four Specific Areas, through which the three Prime Areas are strengthened and applied.

The Specific Areas are:

- **Literacy**
- **Mathematics**
- **Understanding the world**
- **Expressive arts and design**

Play comes naturally and spontaneously to children.

Here at Highfield Nursery School & Children's Centre children are very fortunate to have plenty of space and time to play, both outdoors and indoors.

The Nursery environment is a place where children feel confident, are willing to try things out and know that their effort is acknowledged and valued.

The Setting provides a safe, secure and yet challenging space for children. The space is planned and organised in such a way that children can easily access quality resources, make choices and develop friendships.

Being outdoors offers opportunities for playing in different ways and on different scales than when indoors. Our outdoor environment offers children freedom to explore, use their senses, and be physically active.



Inclusion

At Highfield we believe that every child is entitled to a curriculum that enables them to achieve the highest possible standards. A curriculum which develops the whole child by catering for their social, emotional, physical, intellectual and moral development. This encourages purpose, self-discipline, independence and community responsibility in a caring, supportive, positive and secure learning environment.

We believe that the Early Years Foundation Stage further supports our aims for all children.

Through matching practical, play based, learning experiences to the needs of the children, staff at Highfield give children every opportunity to reach their full potential.

Future planning for children's learning is supported by observations of children in their play.

Legislation defines a child with Special Educational Needs as having: "A significantly greater difficulty in learning than the majority of children his/her age" OR "A disability which either prevents or hinders him/her from making use of educational facilities of a kind generally provided in schools, within the area of the local authority, concerned for children of his/her age".

The 2010 Equality Act consolidates previous legislation and states 'children with Special Education Needs must be educated in mainstream schools where parents/carers prefer this and where the provision of efficient education for other children is not significantly affected.'

We support this view and therefore aim to cater for the individual learning needs of every child whilst also recognising the need for specialised provision to ensure access to all aspects of the Early Years Foundation Stage Curriculum for all children.



Religious & Inclusive Practice

The School/Centre is non-denominational and though mostly Christian in character, fully acknowledges the multi-cultural/multi-faith society in which we live.

We embrace an all-inclusive ethos within the setting's environment, and welcome parents/carers input to ensure that this practice takes place.

Parents/carers who may wish to exercise their right to withdraw their child from religious songs or activities, e.g. carols at Christmas or birthday celebrations are requested to speak to a member of staff.

Arrangements will be made to accompany children to a specific play area, where other activities will be provided.



Christian



Hindu



Islamic



Judaic



Sikh



Buddhist

Meet the Staff and Governors

Governing Body Membership

Community Governors

Derek Keeling (Co-opted)
Marie Hampson (Co-opted)
Yvette Walker (Co-opted)
Claire Murray (Co-opted)

Staff Governors

Alison Hindle - Headteacher
Natalie Buksh - Teacher
Karen Singleton (Co-opted)
Linda Handley (Co-opted)

Parent/Carer Governors

Rachel Moulton
2 Parent Vacancies

Local Authority Governors

John Holt (Chair) (Co-opted)
Councillor Alistair Morwood
Councillor Julia Berry (Co-opted)

(Associate Governor)

Gina Stephens

We need you!

It would be lovely if YOU could join us as a Parent Governor...

Can you represent the views of parents/carers accessing services and living in the community?

The work is entirely voluntary, undertaken with a commitment to provide the best possible access to early years education & child care and specialist support where needed.

Please speak to a member of staff we would welcome you on board!

Staffing

We now have a total of 38 members of staff working in the Nursery and Children's Centre, many of whom live in the local community.

Staff aim to continue to provide quality standards in learning, development and care for children within, and beyond, the services offered at Highfield Nursery School & Children's Centre.

The staff team consists of:

- Headteacher/Head of Centre
- Deputy Headteacher
- Health Development Co-ordinator
- 3 Nursery Teachers
- 1 Student Teacher
- 14 Early Years Practitioners
- 1 Extended Service Co-ordinator
- 5 Link Outreach Practitioners
- 1 Business Finance Officer
- 1 Full time Administration Officer
- 2 Part time Administration Officers
- 2 Customer Service Administrators
- 1 Cook
- 2 Assistant Cooks
- 1 Kitchen Support Assistant
- 1 Site Supervisor/Cleaner

The Setting works in partnership with a range of professional partners to improve outcomes for all service users and most importantly for our young children.

Information correct as of 01/09/15



Nursery School & Children's Centre

CONTACT US

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For up to date news and information visit our website
www.highfieldchildrenscentre.co.uk