

Little Chicks

Information for Parents



2014

Introduction

Little Chicks at Valley Nursery School and Children's Centre.

Valley Chicks and SureStarters Nursery amalgamated in September 2014.

They were designated as one provider of childcare for two year olds in Blakenall renamed: Little Chicks.

Ofsted registration stays separate with Valley site: EY394854

Children's Centre: EY275898

The registered person is: Dawn Kelly, Head Teacher at Valley Nursery School

The Manager is: Wendy Forrester

The Child Protection Co-ordinator is: Carl Byrne

The SENCO is: Susan Harris

The parent partnership co-ordinator is: Wendy Forrester

The setting currently has 48 places available at Valley Nursery School site and 24 places available at the Children's Centre site.

In total, this could be 72 morning and 72 afternoon children. The setting also provides wrap-around for sixteen three and four year olds who are integrated into the school side.

Projected places for the future will be as follows:

Valley Chicks: 48 am 48 pm

SureStarters: 32 am 32 pm

SureStart Crèche Room: 16 am 16 pm

Total of 192 places.

The staff profile is as follows:

Name	Title/Position
<i>Dawn Kelly</i>	<i>Head Teacher</i>
<i>Ian Morris</i>	<i>Deputy Head</i>
<i>Sonya Robbins</i>	<i>School Clerk</i>
<i>William Darbey</i>	<i>School Clerk</i>
<i>Rebecca Moorhouse</i>	<i>Level 3 Teaching Assistant</i>
<i>Emma Bassett</i>	<i>Level 3 Teaching Assistant</i>
<i>Christine Benton</i>	<i>Level 3 Teaching Assistant</i>
<i>Fiedéal Nuby</i>	<i>Level 3 Teaching Assistant</i>
<i>Natalie Bailey</i>	<i>Level 3 Teaching Assistant</i>
<i>Eilish O'Neil</i>	<i>Level 3 Teaching Assistant</i>
<i>Jennie Powers</i>	<i>Level 3 Skylarks Lead Practitioner</i>
<i>Jackie Bracknall</i>	<i>Lunchtime Assistant</i>
<i>Tony Ball</i>	<i>Caretaker</i>
<i>Vivian Chapman</i>	<i>Cleaner</i>
<i>Lorraine Clarke</i>	<i>Cleaner</i>
<i>Wendy Forrester</i>	<i>Level 3 Chicks Manager</i>
<i>Carl Byrne</i>	<i>Level 3 Teaching Assistant</i>
<i>Susan Harris</i>	<i>Level 3 Teaching Assistant</i>
<i>Rita Aston</i>	<i>Level 3 Teaching Assistant</i>
<i>Narinder Najran</i>	<i>Level 2 Teaching Assistant</i>
<i>Amie Lloyd</i>	<i>Level 2 Teaching Assistant</i>

<i>Philippa Morris</i>	<i>Level 3 Teaching Assistant</i>
<i>Grace Harris</i>	<i>Level 2 Teaching Assistant</i>
<i>Katie Morris</i>	<i>Level 2 Teaching Assistant</i>
<i>Kelly Bedworth</i>	<i>Level 2 Teaching Assistant</i>
<i>Lyn Morris</i>	<i>Level 3 Teaching Assistant</i>
<i>Nicola Roberts</i>	<i>Level 3 Teaching Assistant</i>
<i>Louise Higgins</i>	<i>Deputy Nursery Manager</i>
<i>Marie Howes</i>	<i>Nursery Officer</i>
<i>Kate Pritchard</i>	<i>Nursery Assistant</i>
<i>Ranjan Bhardwaj</i>	<i>Nursery Officer</i>
<i>Donna Poulton</i>	<i>Nursery Assistant</i>
<i>Sara Adkins</i>	<i>Nursery Officer</i>
<i>Nikki Broadhurst</i>	<i>Nursery Officer</i>
<i>Vanessa Coyne</i>	<i>Kitchen Assistant</i>
<i>Kerry Alexander</i>	<i>Qualified Crèche Worker</i>
<i>Tamara Reid</i>	<i>Qualified Crèche Worker</i>
<i>Kelly Keats</i>	<i>Unqualified Crèche Worker</i>
<i>Denbeigh Benton</i>	<i>Caretaker</i>
<i>Nilton Viegas</i>	<i>Cleaner</i>
<i>Lisa Porter</i>	<i>Cleaner</i>

The staff employed by Valley Nursery School are managed under the governing body structure. The Children's Centre staff are managed by Walsall MBC through the Children's Centre.

Recruitment Procedures

Recruitment at Valley Nursery School, and Little Chicks is the responsibility of the governing body.

All appointments are made by Head Teacher and two Governors

The process is as follows:

- Posts are agreed by Governors
- Posts are advertised in school and in Walsall Council's Job Shop
- Short listing and interviews take place by a selection panel of Head Teacher and Governors

When a post is offered the following procedures take place:

- Full CRB check
- Full identification check
- Two references required
- Copies of identification sought
- All checks must be completed before a starting date is agreed

Recruitment at Valley Nursery School is supported by W.M.B.C, Staffing Support, Civic Centre, Darwall Street, Walsall.

Safer Recruitment training has been undertaken by:

Head Teacher	Dawn Kelly
School Clerk	Sonya Robbins
Parent Governor	Nicola Davidson

Little Chicks provide for two year olds at Valley Nursery School and Blakenall Children's Centre. Each site has a playground which separates them. Whilst

children come into one point of entry, children and staff will play/work across the whole of the site.

A weekly rota is organised so that staff know exactly where they should be each week. Staff will plan, resource and support activities for children in one area per week. They will be responsible for evaluating children's learning and using assessment to inform planning for the week ahead.

The policies and procedures in this document cover both registration numbers and both sites.

Little Chicks Timetable

8.00 - 8.45	8:45 - 9:00 12:30 - 12:45	9:00 - 11:30 12:45 - 3:15	11.30 - 11:45 3:15 - 3:30
Breakfasts	Welcome	Access to indoors, outdoors at Little Chicks and Children's Centre	Singing/Group Time

Three year olds have adult-directed time in the nursery school.

Valley Site	Children's Centre Site	Outdoors
Snack Bar Creative Area Physical Quiet and Malleable ICT and Small World	Messy Room Activity Room Cosy Room	Water Play Beach Canopy Bark Area Mud Kitchen

Our Mission Statement

"Every child deserves the best possible start in life and the 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."

(EYFS September 2014)

Our school aims are underpinned by five outcomes of the Every Child Matters framework:

- **Being Healthy:** enjoying good physical and mental health and living a healthy lifestyle.
- **Staying Safe:** being protected from harm and neglect.
- **Enjoying and Achieving:** getting the most out of life and developing the skills for adulthood.
- **Making a Positive Contribution:** being involved with the community and society and not engaging in anti-social or offending behaviour.
- **Economic Well-Being:** not being prevented by economic disadvantage from achieving their full potential in life.

We aim to:

- Create a safe, secure and stimulating environment so children can stay safe, be happy, healthy, make choices and grow in independence
- To encourage children to grow in confidence and self-esteem.
- To provide quality teaching and learning opportunities which enable children to enjoy and achieve.
- Develop respect, co-operation and positive relationships between children, parents, staff and the wider community

- Support parents and carers in their role as educator and value their contribution to lifelong learning for children and themselves
- Respond to the individual needs of children and families and to promote inclusivity
- Create genuine partnerships between school, parents and agencies in the interest of the individual child
- Promote mutual respect and trust and celebrate equality and diversity
- Raise aspirations for children, families, staff and the wider community.

Early Years Foundation Stage (EYFS)

At Valley Nursery School our curriculum is underpinned by the four themes as follow:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
<p>Every child is a unique child who is constantly learning and can be resilient, capable and self-assured.</p> <p>Practitioners:</p> <ul style="list-style-type: none"> • Understand and observe each child's development and learning, assess progress, plan for next steps. • Support babies and children to develop a positive sense of their own identity and culture. • Identify any need for additional support. • Keep children safe. • Value and respect all children and families. 	<p>Children learn to be strong and independent through positive relationships.</p> <p>Positive relationships are:</p> <ul style="list-style-type: none"> • Warm and loving, and foster a sense of belonging. • Sensitive and responsive to child's needs, feelings and interests. • Supportive of the child's own efforts and independence. • Stimulating. • Built on key person relationships in early years settings. 	<p>Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong relationship between practitioners and parents and carers.</p> <p>Enabling Environments:</p> <ul style="list-style-type: none"> • Value all people. • Value learning. <p>They offer:</p> <ul style="list-style-type: none"> • Stimulating resources, relevant to all children's cultures and communities. • Rich learning opportunities through play and playful teaching. • Support children to take risks and explore. 	<p>Children develop and learn in different ways 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.</p> <p>Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.</p> <p>They foster the characteristics of effective early learning:</p> <ul style="list-style-type: none"> • Playing and exploring. • Active learning. • Creating and thinking critically.

Home Visits

Staff will undertake home visits to find out more about your child and to support transition to Little Chicks.

If your child has never been left before you may be asked to leave him/her for one hour until he/she begins to settle.

Our session times are:

8.30am - 11.30am

8.45am - 11.45am

12.30pm - 3.30pm

We are open for breakfast from 8.00am and chargeable sessions are £3.00 per hour.

We aim to develop genuine partnerships between you and staff so we can better understand and support your child. If you have any worries or concerns we hope you will talk to us.

We arrange regular open days where you can come and play with your child in school or do a special activity with them.

Health Visitors sometimes undertake two year checks in school (with your permission) and you are invited to attend these.

We will hold appointments for you to come and share your child's learning journey. We will send out newsletters and put noticeboards with events information and messages.

We will only ever hand your child over to you or a family member. For anyone else collected you must let us know and the person collecting must know your password.

If a child is not collected and we are unable to contact you or anyone we will call Children's Services on 01922 658170.

Medicines

No medicine should be brought into school. Children needing antibiotics should be at home. In the interests of all the children a parent may be asked to keep their child at home.

Long term medical conditions e.g. asthma/cystic fibrosis will require special arrangements for medication to be given at school. Such medications will be locked away. Inhalers will be kept with the child's key worker/Nursery Practitioner. Parents are required to fill in a parental consent form for the key worker to administer this medication. Please talk to the Head Teacher about this. When a child is ill at school we do everything possible to contact parents at the earliest opportunity. This is why we **MUST** have emergency contact names, telephone numbers and addresses. These need to be accurate and up-to-date.

If a child has been vomiting or had diarrhoea they must be kept at home until 24 hours after the last bout, so as not to spread infection.

In cases of emergency the ambulance will be contacted as well as the parent.

Compliments/Complaints

If you have any compliments or complains we would like to hear them. You can talk to your child's teacher, Wendy Forrester (Chicks Manager), Dawn Kelly (Head Teacher) or Barry Dutton (Chair of Governors) on 01922 492080 or you can call Ofsted on 0300 123 1231.

You can also write to them at: Ofsted Early Years, Piccadilly Gate, Store Street, Manchester, M1 2WD.

For more information about Ofsted's role as the regulator of childcare you can visit: www.ofsted.gov.uk/parents

Learning & Development

The early years foundation stage covers:

Physical Development

Personal, Social and Emotional Development

Communication and Language

Literacy

Maths

Knowledge of the World

Express Arts and Design

Early Years Foundation Link: www.foundationyears.org.uk

Staff plan appropriate activities that support children's learning and development in these areas. They provide a safe, stimulating and exciting environment indoors and outdoors through which children can thrive.

Staff make observation and take photographs which capture your child's learning. These are shared with staff so that we can plan to meet the needs of individuals and groups.

Your child's interests are always taken into account and your child's learning is documented in a learning journey which is presented to you when your child moves on.

Parents/Carers

We value your views about us and about how we can meet your child's needs. We have sharing days, have visits, consultation meetings and special events for families to share.

We continue to ask for your views so that we can improve our service to you and your child.

Time2Start / Two Year Old Funding

Funded places are available through the local authority. Parents/Carers can phone the Walsall Family Information Service on 01922 653383, and give their National Insurance number. You will find out if you are eligible and given a unique Time2Start code. As soon as you have this number, your free place is secure.

Progress Check

Between the ages of two and three your child will be assessed on three prime areas. Physical Development, Communication & Language and Personal, Social and Emotional Development (PSED). You will be asked to contribute to the assessment.

Key Person

Each child is assigned a Key person. Each key person will have eight key children (Four in the morning and four in the afternoon). The key person will be the main contact for you and your child. The key person will make observations plan for your child and record their learning in the learning journey. They will be responsible for your child's well-being, Learning Development and welfare (including care and toileting).

Staff Child Ratios

Our ratios for 2 - 3 year olds is 1:4 children.

Our ratio for 3 - 4 year olds (wrap-around) is 1:8.

Our ratios for 3 - 4 school classes is 1:13.

Staff Qualifications

All of our staff are qualified and amongst the staff team have: NVQ2, NVQ3M HLTA 4, Early Years Degree, Teaching Qualifications, Masters in Integrated Provision for Children and Families. Your child will never be supervised by an unqualified member of staff.

Training & Professional Development

Staff undertake regular training in Health & Safety, Safeguarding, Early Years Foundation Stage, First Aid.

Training days for update training on policies and procedures and early years development regularly take place.

Food & Drink

Little Chicks is open from 8.00am when breakfast is served. Children are offered water, milk and juice and cereals, toasts and snacks.

At snack time children are encouraged to eat fruit or healthy snacks like rice cakes. In the colder weather they will be offered toast or crumpets etc.

All day children bring a packed lunch and eat together in the Dining Room/Conservatory. Lunchtimes are supervised by Key workers.

All allergies are carefully recorded and information shared to protect your child.

Outings

Children may go in to the community like the library or Leamore Park or the church. We will ask you to sign a consent form for these visits which are part of our offer. If we go further (e.g. Dudley Zoo, Snowdome or Himley Park) we ask you to accompany your child. Risk assessments are in place for all of these visits.

S.E.N

The nominated adult for Special Educations Needs is Sue Harrison. We work with partners such as Health Visitor, Child Development Centre, Speech and Language Therapy, Educational Psychologists and Early Years teachers who support us to identify children's needs and plan from their learning.

Information and Records

All the children's information is kept centrally at Valley Nursery School and stored in a locked cabinet. Information is only ever shared when necessary. It is important that we have up to date contact numbers in case of an emergency.

Policies

Our school and Chicks policies are available for parents to view at any time.

- Safeguarding Policy
- Behaviour Policy
- Whistleblowing Policy
- E-Safety Policy
- Intimate Care Policy
- Equal Opportunities
- Learning and Development Policy