



Prospectus

WESTHILL NURSERY PROSPECTUS

WESTHILL NURSERY
KING ARTHUR'S COMMUNITY SCHOOL
WEST HILL
WINCANTON
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💻 www.westhillnursery.org.uk

Thank you for your interest in Westhill Nursery. We hope that this Prospectus will give you an insight into our setting.

The nursery is situated in the grounds of King Arthur's Community School, at the top of West Hill in Wincanton. We are a registered charity (No.1038607) offering developmentally appropriate education for children between the ages of 2 and 5 years.

Our aim is to provide the highest quality education and care for all. We also aim to offer a welcome to each individual child and family and to provide a warm and caring environment where all children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their individual needs and requirements. Our intention is to work in partnership with parents, and the community generally, and we welcome suggestions at anytime on how to improve our nursery.

If you have any further queries please do not hesitate to contact us using the details above.

The Nursery Team

We offer your child:

- ☺ A specially tailored curriculum leading to the approved Early Learning Goals.
- ☺ Individual care and attention made possible by a high ratio of adults to children.
- ☺ Fun and friendship between children and adults.
- ☺ The support of a key person.
- ☺ Opportunities for you and your family to be directly involved in the activities of the pre-school and in your child's progress.

Westhill Nursery meets at the following times:

	Morning Session	Lunch Club	Afternoon Session
Monday	8.30 -11.45am	11.45 - 12.30	12.30 - 3pm.
Tuesday	8.30 -11.45am	11.45 - 12.30	12.30 - 3pm.
Wednesday	8.30 -11.45am	11.45 - 12.30	12.30 - 3pm
Thursday	8.30 -11.45am	11.45 - 12.30	12.30 - 3pm.
Friday	8.30 -11.45am	11.45 - 12.30	12.30 - 3pm.

There are a number of options available. Children are able to combine a morning and afternoon session alongside Lunch Club to create an 8.30 -3 pm full day session where possible. Lunch club is not available as a separate session and must be combined with a morning or full day session.

The morning session includes a flexible drop off time between 8.30am and 9.15am, to fit in with working parents/carers and school runs!

The Nursery also offers a cooked meal option for the Lunch Club session, details of which can be provided on request.



HOW WE OPERATE

Key persons:

We are proud of the high ratio of adults to children at our nursery. This ensures individual attention to the needs and development of each child.

Our key person system gives each member of staff particular responsibilities for just a few children. Each child in the group therefore has one special adult to relate to which makes settling in to the pre-school much easier. In addition the key person is in a position to tailor the group's curriculum to recognise the needs of each individual child. The key person maintains close links with parents through shared record keeping to ensure that all children are supported in reaching their full potential.



Details of the qualifications/experiences of each member of staff can be viewed in the entrance corridor of the Nursery or at the back of the prospectus.

Record Keeping:

We implement a comprehensive record keeping system through observations of each child and the entering of information onto observation and work sheets. Records are also available of our daily planning procedures and can be viewed in the entrance corridor.

Training of staff:

Our membership of the Pre-school Learning Alliance ensures that we are constantly in touch with new thinking in the field of child education and care. We receive a monthly magazine offering practical advice and up to date information and have access to a range of professionally produced publications. Parents may ask to see any of these. In addition, ongoing training is available through Pre-school Learning Alliance and Somerset Early Years courses.

Special Needs:

The number of adults present in the pre-school enables us to provide additional attention to each child. Each child is able to progress at his/her own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. We are experienced in liaising closely with professionals across the range of special needs. If you would like to discuss the pre-school's ability to meet your own child's special needs, please talk to the pre-schools Manager or Special Educational Needs Coordinator. Our full special needs policy is available on request from pre-school staff.

The role of parents:

The Pre-school Learning Alliance recognises parents as the first and most important educators of their children. Westhill Nursery aims to support parents in this role.

Parents are welcomed:

- ☺ To assist with fund raising.
- ☺ To take part in the management of the pre-school through a committee.
- ☺ To represent the pre-school at branch and county activities of the Pre-school Learning Alliance.
- ☺ To attend open meetings of the Pre-school Learning Alliance.
- ☺ To attend training courses, workshops and conferences arranged by the Pre-school Learning Alliance.

CURRICULUM

Within the group, all children are supported in developing their potential at their own pace. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum which leads to nationally approved Early Learning Goals and prepares children to progress with confidence into full time education.

EARLY LEARNING GOALS

Communication, Language and Literacy:

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking, listening and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purpose of writing and, when they are ready, to use drawn and written symbols for themselves.

A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and be aware of their uses, both for reference and as a source of stories and pictures.



Personal, Social & Emotional Development:

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group - sharing and co-operating with other children and adults. Through activities, conversation and practical example they learn acceptable ways to express their feelings and have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

Problem Solving, Reasoning and Numeracy:

By means of adult support practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Song, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding and subtracting.



Knowledge And Understanding Of The World:

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities and to share and record their findings. Children are assisted in exploring and understanding their environment both within their group and also in the wider community. A range of safe and well maintained equipment enables children to extend their technological understanding using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

Physical Development:



A range of equipment and opportunities, both in and out of doors, allows children to develop confidence and enjoyment in the use of their body skills. A very high level of adult supervision enables children to safely create and meet physical challenges, developing increasing skill and control in moving, climbing, and balancing. At the same time, children are supported in the development of fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.

Creative Development:

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experiences in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources, provides for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories and there are many opportunities for imaginative role-play, both individually and as part of a group.

A little bit extra:

We are proud of our links with King Arthurs school and through them we have the use of two garden beds where we grow seasonal fruits and vegetables and the play patch- an area of land where children in their last year of nursery will participate in activity sessions based on forest school principles. Development of this area is almost complete with planned sessions hopefully beginning in September 2009.

We also visit the sports centre studio once a week and often receive funding from the school to support swimming lessons for all children 3 years of age and over.

SUPPORT FROM LOCAL COMMUNITY SERVICES

We are very fortunate to have the support of specialists from local community services, a few of which are shown below, who play an active role in broadening the knowledge and experience of the children.



Wincanton Police Station, with regular visits from PCSO's



Wincanton Transport



Southill Veterinary Service



The Slinky Bus

POLICIES

All of our policies are designed to offer the best possible experience for the children and families in the pre-school. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcomed. Copies of our policies can be obtained from the pre-school staff on request.

MANAGEMENT AND ADMINISTRATION

Westhill Nursery is run by an elected parent committee, which ensures that major decision-making is in the hands of the parents whose children attend the pre-school. The committee are responsible for reviewing both policy and practise and for the employment of members of staff. Our Annual General Meeting, at which the committee for the following year is elected, is held in October and parents will be informed in good time so that they are able to attend. The day to day running of the nursery is in the hands of experienced staff.

FEES

For all children from 2 - 5 years of age fees are charged as follows:

Morning Session	Lunch Club	Afternoon Session	Cooked Lunches
8.30am-11.45 am (3¼hours)	11.45am-12.30pm (45mins)	12.30pm -3 pm (2½ Hours)	Per two course meal
£8.13 per session	£1.88 per session	£6.25	£2.10

Fees are payable daily, weekly, half-termly or termly in advance. Fees continue to be payable if a child is absent without notice or for a short time. In the case of prolonged absence, parents should consult the committee about payment of fees. Each child's attendance at the pre-school is conditional upon continued payments of any necessary fees and/or eligibility of 3/4 year old funding.

STARTING NURSERY

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child feel confident and secure in the pre-school. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle. In order to help this process the nursery recommends that where possible all children attend Nursery at least **two** sessions per week on two **different** days.

WHAT TO WEAR

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practise the skills which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet unaided and to put on and take off their outdoor clothes without being too dependant on other people for help. The Nursery also recommends that each child is provided with a pair of Wellington boots to keep at Nursery.

A snack is provided at each session.

EXAMPLE OF THE MORNING SESSION TIMETABLE

8.30- 9.15	Flexible drop - off/ Registration Free Play
10.15	Tidy-Up Time - Story Time / Music & Movement
10.45	Snack Time - Discussion
11.00	Small Group Time
11.30	Story Time / Singing / Playtime
11.45	Home time

This general routine is followed in the afternoon session as well.

OUR FINAL MESSAGE

Thank you for taking time to read this prospectus. We believe that Westhill Nursery, through the experience and dedication of the staff, have a proven track record of success, and we would welcome the opportunity to provide your child with the happy and productive pre-school experience which will lead them into full-time education.

If you have any queries, or if we can be of any further help, please contact the staff or committee at any time.

STAFF QUALIFICATIONS

Marie: Nursery Manager

CACHE Level 3 Diploma in Pre-school Practice.

Working with Children with Special Educational Needs and their Families in the Pre-school Setting.

Somerset Total Communication Certificate.

Level 2 Food Safety in Catering.

British Red Cross First Aid Training.

Emily: Deputy Manager and SENCO

CACHE Level 3 Diploma in Child Care and Education.

Working with Children with Special Educational Needs and their Families in the Pre-school Setting.

British Sign Language Level 1 Certificate.

Level 2 Food Safety in Catering.

British Red Cross First Aid Training.

Sarah: Nursery Assistant

City & Guilds Level 3 NVQ in Early Years Care and Education.

British Red Cross First Aid Training.

Fran: Nursery Assistant

CACHE Level 3 Diploma in Pre school Practice

CACHE Level 2 Certificate in Child Care and Education

Somerset Total Communication Certificate.

Level 2 Food Safety in Catering.

British Red Cross First Aid Training.

Sue: Nursery Assistant

City & Guilds Level 3 NVQ in Early Years Care and Education.

British Red Cross First Aid Training.

Sylvie: Nursery Assistant

Level 2 Food Safety in Catering.

British Red Cross First Aid Training.

20 years of child care experience.

Sam: Lunch Time Assistant

Level 2 Food Safety in Catering.

British Red Cross First Aid Training.