

# Springfield Nursery



Springfield  
Infant School

## **NURSERY**

## **PROSPECTUS**

## **2023/24**

Headteacher: Mrs Becky Wycherley  
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**OFSTED Registered**

*“Space to grow and wings to fly”*

## ***Welcome to Springfield Nursery***

It gives me great pleasure to welcome you to Springfield Infant School and Nursery, Worthing.

Springfield Nursery is a happy and caring environment that offers young children varied and exciting learning experiences. We believe that young children learn from a stable and inclusive environment, where we can foster a desire for knowledge and a continuing interest in life-long learning.

All our children are valued individuals who are encouraged to be independent, develop self-esteem and self-respect and are inspired and motivated to do their very best. The Early Years staff are passionate about providing all the children here with an excellent start in their school life.

I hope your child will feel very much at home with us and I wish them every success at Springfield.

Kind regards

Becky Wycherley

Headteacher



# School Term Dates

September 2023 to July 2024

## Autumn Term 2023

**Inset Day:** 1<sup>st</sup> September 2023

**School re-opens to the children:** Monday 4th September

**Half Term Holiday:** Monday 23<sup>rd</sup> October – Friday 27<sup>th</sup> October

**Inset Day:** Monday 30<sup>th</sup> October

**School re-opens to the children:** Tuesday 31<sup>st</sup> October

**Last Day of term:** Friday 15<sup>th</sup> December

**End of Term Holiday:** Monday 18<sup>th</sup> December – Monday 1<sup>st</sup> January

**Inset Day:** Tuesday 2<sup>nd</sup> January

## Spring Term 2024

**School re-opens to the children:** Wednesday 3<sup>rd</sup> January

**Half Term Holiday:** Monday 12<sup>th</sup> February – Friday 16<sup>th</sup> February

**School re-opens to the children:** Monday 19<sup>th</sup> February

**Inset Day:** Wednesday 6<sup>th</sup> March

**Last Day of Term:** Thursday 28th March

**Bank Holiday:** Friday 29<sup>th</sup> March

**End of Term Holiday:** Monday 1st April – Friday 12<sup>th</sup> April

## Summer Term 2024

**School re-opens to the children:** Monday 15<sup>th</sup> April

**Bank Holiday:** Monday 6<sup>th</sup> May

**Half Term Holiday:** Monday 27<sup>th</sup> May – Friday 31<sup>st</sup> May

**School re-opens to the children:** Monday 3<sup>rd</sup> June

**Inset Day:** Friday 28<sup>th</sup> June

**Last Day of Term:** Tuesday 23rd July

## **Our Philosophy**

Our aims are to create a safe, caring, stimulating and challenging environment in which the potential of every member of the school community is fully developed and each individual achieves success and satisfaction. We are pleased that our children enjoy coming to school.

Springfield aims to be a fully inclusive school. The monitoring of provision and the progress of each child and groups of children is undertaken. If differences in levels of achievement are identified, strategies are put into place to deal with them. Strategies for handling these differences are reviewed for appropriateness and effectiveness. We also encourage our children to have open minds, think for themselves and to become independent learners. Our vision statement is "Space to grow and wings to fly".

## **Joining the Nursery, Admissions Policy**

Children are able to join the nursery from the age of 3 years old.

## **Nursery Session Times**

9.00am – 12.00pm Funded Session    12.00pm – 3.00pm Funded Session

All of the children in the nursery will be entitled to free cool milk and fresh fruit. Water is freely available at all times.

Children that will be having lunch will have the option of choosing to eat a hot healthy school lunch, which is cooked fresh each day, plus a pudding at the cost of £3.25, or they can bring in a packed lunch as well as any additional snacks. Hot lunch orders are payable termly in advance.

## **Child drop off and collection**

**Session 9am -12 and 12 – 3pm**

### **Drop off**

If your child attends the morning or full day sessions, please wait on the playground (near the swing bars). The children will enter through the double doors, however these are open to Reception children first at 8.45am. Please wait until Ducklings are invited in at 8.55am.

If your child attends the afternoon session, please wait outside the Oasis doors (next to the main reception) for 12 o'clock entry.

## **Collection**

Please collect your child from the playground Nursery door (near the clock). If you have older children at Springfield Infant school, please collect Nursery children first at 3pm.

If your child attends morning only sessions, please enter the school gates and wait outside our Oasis building at the back of the hall. Your child will be brought out to you at 12noon.

## **Free entitlement/cost of sessions**

Everyone is entitled to 15 hours (5 sessions) government funded nursery provision per week.

However, working parents are able to claim for up to 30 hours (10 sessions) government funded nursery provision per week.

To be eligible, parents will need to make the claim for these additional 15 hours as long as they meet the following criteria. Single parents can also be eligible.

- Both parents must work and each parent must expect to earn at least £115 a week or work more than 16 hours at the National Living Wage
- Parents expect to have income of less than £100,000 each a year
- Both parents must live in England

There are some exceptions and full details of these new rules, and to find out if you would be entitled to claim, please see the following link:

<https://childcare-support.tax.service.gov.uk/moreinfo/2>

Entitlement starts the term after their 3rd birthday. This can be sorted out by our staff for your convenience. For those children, who wish to attend after they have reached their 3rd birthday, and before their free entitlement begins, the cost will be £21.00 per session payable termly in advance. Invoices will be sent in advance for those sessions booked for the term ahead and the school reserves the right to withdraw sessions if fees are not paid.

## **Fees**

3 to 4 year olds		
<b>Session</b>	<b>Time</b>	<b>Fee</b>
Early Birds Breakfast Club	8am – 9am	£6.50 (per session)
Core Unfunded Session	9am – 12 noon	£21.00
Daily charge for lunch	Not compulsory	£3.25
Core Unfunded Session	12 noon – 3pm	£21.00

Please note: All fees not covered by the government free entitlement funding must be made termly in advance. Invoices will be issued for nursery sessions and breakfast club sessions. Hot lunches can be ordered via the school office.

### **Breakfast Club**

Our Breakfast club is open to all children from 8am until the start of the school day, from Nursery through to Year 2, five mornings per week during term time. You can just turn up on the day. You will be asked to complete a short registration form, which can be obtained from the School Office or from Mrs Rainer, our Breakfast Club Manager. A healthy breakfast is served daily.

### **Pupil Premium Grant**

If you qualify as a low-income family, you can register for Pupil Premium. This will mean that Springfield School will get extra money to support your child, which then continues if you then decide to send your child to our school. Once in school, you will also then benefit as you would receive subsidies against school trips/uniform etc which Springfield currently offer. By providing us with your National Insurance Number on the registration form we will be able to see whether you are eligible for this funding and let you know.

### **Settling In**

Springfield Nursery can provide your child with a 'settling in' session before they join the nursery or for the first session of the school term in September (or when they start). This can be discussed with the nursery manager. However, it has been found that they often settle more quickly, after the initial parting, once you have gone. Staff will be responsible for helping your child to settle.

### **Staff ratios**

The staff ratio within the nursery is 1 adult per 8 children and 1 adult per 6 children during lunchtimes.

### **EYFS Curriculum**

At Springfield we ensure that the Early Years Foundation Stage:

*"promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life."*

(Statutory Framework for the EYFS 2021)

The EYFS is based upon four principles:

- **A unique child** – developing resilient, capable, confident and self-assured individuals.
- **Positive relationships** – supporting the children in becoming strong and independent.



Throughout the year you will be invited to two parent consultations with the nursery staff. This provides a more formal opportunity to discuss your child's progress and the next steps in their learning. We are always on hand to talk to you informally about your child and welcome your questions and comments.

### **Helping in The Nursery**

We always welcome parental support for activities in the nursery. Some of these activities may include:

- Reading stories
- Creative activities
- Outdoor learning
- Nursery trips

Please note we will require you to complete an enhanced DBS (Disclosure Barring Service) disclosure form prior to helping the children in school. Springfield has a duty to safeguard all pupils, and as part of this all adult helpers must be DBS checked. Please contact the school office who can organise this for you.

### **Nursery Uniform**

The children in the Nursery school will be able to wear their own clothes but we would encourage you to purchase our nursery polo shirts. These can be obtained from Broadwater Sports Shop. The shirts are yellow and have our nursery school logo enabling us to easily identify the children within the school setting.

Please provide a pair of shorts and t-shirt for PE sessions in a clearly labelled bag.

### **Toileting, Accidents, Sickness and Medication**

Many young children have 'accidents' which is why we request a spare set of clothes be sent in each day. If your child needs changing they will always be treated with dignity and respect. There is always a member of staff with a relevant First Aid Qualification on site, and an up-to-date first aid box is kept in the Nursery at all times. Minor accidents are recorded in an accident book and we will require you to sign this when collecting your child.

Please inform us if your child contracts an infectious illness/disease. In the enrolment booklet you can make us aware of any other medical issues.

Springfield Nursery is unable to accept children who are ill. Public Health England recommendation is that children do not attend for 48 hours after sickness and/or



diarrhoea as this is particularly contagious. Any child suffering from an infectious disease should be excluded from the Nursery for the appropriate period of time advised by the doctor. If your child needs medication, you will need to complete the relevant forms.

### **Special Education Needs**

We aim to meet the needs of all our pupils, identifying quickly any who may have special needs. Children who do have special needs will have a carefully planned individual learning plan and their progress will be continually monitored. Sometimes outside agencies will be involved. We have a highly qualified Inclusion Manager to support in the nursery.

Parents will always be kept fully informed and involved in any decisions made about their child.

No child will be refused admission because of his or her special needs.

Please contact the Headteacher if you should require further information and/or a copy of our SEN policy.

### **Educational Visits**

To support and enhance the work the children are undertaking in the classroom there will be occasions when the children will be taken on educational visits. You will always be given prior notice of any visits planned for your child along with a permission slip for you to sign and return. We have to request a donation towards the cost.

### **School and Nursery policies**

The school and nursery have a comprehensive list of policies that are available to parents. The main policies are all on our school website. [www.springfieldschool.co.uk](http://www.springfieldschool.co.uk)

### **Complaints Procedure**

Parents who have any complaints are encouraged to discuss their concerns with nursery staff. The school has a detailed complaints policy and is available from the school office.

The procedure for general complaints is set out:

#### **General Complaints Procedure - Overview**

**Stage One:** Discuss concerns informally with the relevant teacher

**Stage Two:** Discuss concerns formally with the Headteacher

**Stage Three:** Make a formal complaint in writing to the Chair of Governors or a nominated governor who will then convene a Complaints Panel.

## **Important**

A place at Springfield nursery school **does not** automatically guarantee admission to Springfield school. Parents wanting their child to attend the school will need to apply for a place through West Sussex County Admissions Department.