



Higham Ferrers Nursery and Infant School

'Together, we enjoy learning in a happy, caring and friendly environment'

Headteacher: Mrs L Ward Deputy Headteacher: Mrs S Miller School Business Manager: Miss G Wright

Website: www.highamferrersinfants.org.uk Email : office@hfi.education

Facebook: Higham Ferrers Nursery & Infant School Instagram: @highamferrersnurseryandinfants



Nursery Information for Parents

Dear Parent/Carer,

Welcome to Higham Ferrers Nursery and Infant School. This booklet is designed to give you all the information you need before your child starts school. It is best read in conjunction with our Curriculum Booklet.

At Higham Ferrers Nursery and Infant School we are committed to developing a learning environment which is happy, safe, caring, exciting and full of opportunities. We are committed to providing a stimulating and well resourced school with enthusiastic and dedicated staff.

We encourage prospective parents and carers to visit our school. If you would like to come and have a look around please telephone our office to make an appointment. We also organise a number of open days and guided tours throughout the year which we hope you will be able to attend. Please do not hesitate to contact us if you have any further questions.

We look forward to a long and rewarding partnership.

Mrs L Ward
Headteacher

Address of North Northants Authority:

Assistant Director of Education NNC
Education Department
One Angel Square
Angel Street
Northampton
NN1 1ED

Chair of Governors

Mr M Walton



Care Share Enjoy Respect Friendship

INTRODUCTION



Higham Ferrers Nursery and Infant School is part of the Northamptonshire Local Educational Authority providing Nursery and Infant Education for boys and girls between 3 and 7 years of age. We are a 3 form entry school with 90 full time places in each year group. Our children usually start school in the year they are 5 and stay with us until they reach 7. The local authority is responsible for admissions. Details of their policy is explained in the booklet “Applying for a Primary School Place in Northamptonshire” which is published annually. If you would like further information please contact the school office or ring Northamptonshire Pupil Services/Admissions on 0300 126 1000.

The school also has a Nursery. At Higham Ferrers Nursery parents have access to the free entitlement and have the option to pay for extra sessions/lunches. Children are eligible to start in the September/January/April after they turn 3.

Ofsted

Following our Ofsted inspection in February 2020 we remain a ‘good’ school with an excellent report. Here is a comment about our Nursery:



‘Pupils get off to a flying start in the Nursery. During our time in this classroom, we saw very happy children playing and learning alongside each other and being well supported by the adults. No opportunity was missed to promote children’s learning in this part of the school’

The Nursery Unit

The Nursery Unit is an integral part of our school and is largely funded by the Local Education Authority. The unit is open Monday to Friday each week during the normal school term. It has a large outdoor area consisting of a grassed area, playground with soft surface, a covered play area, large sandpit and climbing equipment. The children can access wheeled toys, a climbing frame, slides, rocking toys, sand and water play, mark making activities and equipment to enhance fine and gross motor skills. **Gaining a place at our Nursery does not guarantee you a Reception place.** Applications to Northamptonshire County Council take place in the Autumn term for your child to start Reception in the following September.

Admission to the Nursery Unit

If the Nursery is over subscribed, the following criteria will be used to allocate the available places:

- To children with an Education and Health Care Plan
- To children in the care of the Local Authority - “Looked After Children”
- To children involved with Social Services
- To children with siblings currently attending Higham Ferrers Nursery and Infant School or Higham Ferrers Junior School who wish to take up the 30 hour provision.
- To children without a sibling link who wish to take up the 30 hour provision.
- To children with siblings currently attending Higham Ferrers Nursery and Infant School or Higham Ferrers Junior School who wish to take up less than the 30 hour provision.
- To any other applicants

For further information, please see our Nursery Admissions Policy which is available from the main school office or on our website.

Free Entitlement

Our Nursery offers the full 15 hour entitlement and the 30 hour entitlement for Working Parents** as follows:



- Up to 15/30 hours can be used via a mixture of sessions and lunches each week, Monday to Friday, during 38 weeks a year, term time only.
- To be eligible for the free entitlement children must have their third birthday before the 31st of the month prior to intake. Depending on spaces there will be an intake in September, January and April. Eligibility will be verified by families providing proof of address and birth certificate.

** Parents/Carers must provide the school with evidence of eligibility (this can be checked via an online calculator, please visit: www.childcarechoices.gov.uk) prior to children starting in Nursery and eligibility must be reconfirmed on a three-monthly basis.

Fees

If parents require more than the free 15/30 hour entitlement, there is a cost of £12 per morning/afternoon session and £4.00 per lunch session (new charges effective Sept 22 intake). A packed lunch must be supplied by the parent. **If your child is absent for a paid session the fee still applies.**

Settling in

During Intake Evening you will be given a time and date for Nursery Staff to visit you in your home, your time slots for the Stay and Play sessions and your start date. You will also be notified of your child's Key Worker.

Session Times and Arrangements

MORNING	9.00am—11.30am	Gates open at 9.00am
LUNCH	11.30am—12.30pm	Gates open at 11.25am
AFTERNOON	12.30pm—3.00pm	Gates open at 12.25pm

The gate will be closed 5 minutes after the start and end of each session.

Nursery staff MUST KNOW who is collecting your child at the end of each session.

If there is any change to the normal collection arrangements you must advise one of the Nursery staff and make a note in the collection book at the beginning of your child's session. If something unexpected occurs whilst your child is attending Nursery, such as you are running late or stuck in traffic, please telephone the school office (312904) as soon as possible. Please note the answer phone is checked frequently for messages. It is essential that any changes of home details, especially contact telephone numbers, are notified to the office on a 'Change of Contact' form (forms available from the main school office or from Nursery.)

Please remember that children will become anxious if they arrive late for school or if they are not collected on time. Children arriving after the closure of registers (9.05am or 12.35pm respectively) are marked as late.



Toilet Training

It is helpful if children coming to the Nursery are toilet trained. However, we do expect that 'accidents' will happen from time to time. Please ensure that the Nursery is provided with a complete change of **named** clothing, including underwear, which will be kept in a drawstring bag provided by the Nursery.



HOME AND SCHOOL PARTNERSHIP



You are your child's first and most important educator. At Higham Ferrers Nursery and Infant School we value and appreciate the important role you have to play in supporting your child in developing a positive attitude to school and learning. Studies have proven that children learn best when home and school work partnership. We offer a range of opportunities for parents to actively participate in supporting their children at school. Parents are encouraged to volunteer their help in classrooms on a regular rota basis, or on a more occasional basis by arrangement. DBS checks will need to be completed and further details are available from the school office.

Please note that we also have many links in our local community and encourage all pupils to become involved in projects that strengthen these links. Nursery have local visitors in to enhance the Early Years Curriculum. Parents are invited to special theme days and various events throughout the year.



School **newsletters** are emailed out weekly. They keep parents informed about what is going on and to give future important dates. (These letters can also be found on the school website.) In addition, Nursery send regular topic letters and newsletters about forthcoming activities along with relevant important dates. Paper copies of all letters can be collected from the school office.

Parent and teacher consultation evenings are held in October and March and a formal written report is sent home to parents in July. In addition to this, there are a number of evenings and talks for parents to attend throughout the year.

Please do let us know about any "ups and downs" in your child's life so that we can provide help and support. If you, or your child, have any problems, please contact the Nursery staff, Deputy Head or the Headteacher so that they can be resolved. In the same way we will, of course, share any concerns and successes that we may have, with you. Little worries are more difficult to sort out when they have grown into big ones.

Home/School Agreement

We ask all parents, carers and pupils to read and embrace the agreement. This is a very important document which, when signed by parents/carers, children and myself (on behalf of the staff and Governors), shows that everyone involved is determined to achieve the best possible outcomes for the children in our care.

Family Support Worker

The school has a Family Support Worker who works with both the Infant and Junior Schools. Mrs O'Leary has a wealth of information. If you are concerned about your child, their sleep patterns, getting them to school or any other family issues please talk to the school office or your child's teacher to set up an appointment with her.



Open Access to Records

As children are admitted to school we 'open' an LEA folder-file. This folder will be added to and reviewed annually, and will be passed to the child's future schools. The folder will hold the following information:

- Name, Date of Birth, Address, Doctor etc
- Information concerning the child's personal circumstances
- Reports and Records of the child's achievements



Please note that it is the Authority's policy to provide Open Access to all records of employees and pupils. Parents may, therefore, if they wish, ask to see their children's records by appointment with the Headteacher. Records will be confidential to all except those who have a rightful access to them. Parents should note that information concerning their child is also stored on computer systems and is subject to the Data Protection Act. A copy of the computer data is sent annually to parents for checking and amending.

The school's detailed curriculum planning documents and policy statements may also be viewed by parents at the school.

School Uniform

It is essential that your child wears appropriate clothing to Nursery sessions. All clothing should be named, easily washable and not 'best.' Please send your child in clothing and footwear that they can manage to fasten or pull up and down themselves. As we are outside in all weathers a waterproof coat is also essential. This will ensure that your child is able to take part in all aspects of the 'Foundation Stage' curriculum and give them the opportunity to develop their independence. Much of the activity in the Nursery involves 'active' learning so comfort and safety are very important.

School uniform is optional in the Nursery. The school colours are grey, navy, pale blue and white.

The uniform consists of:

- Navy blue school sweatshirt or cardigan
- White or pale blue polo shirt or shirt with a collar (Nursery T-shirts with the school logo are also available)
- Dark grey trousers or shorts, skirts or pinafore dresses
- Blue and white gingham dresses during the Summer terms.
- Black sensible shoes—no open-toed sandals.

School uniform can be ordered through our website.



Jewellery is not to be worn in school. The accidental pulling and catching of ear rings, watches and necklaces during play can cause severe damage to fingers and ear lobes! If your child has pierced ears we do allow studs but no other types of ear ring are allowed e.g. hoops. Studs must be removed for PE. The local education authority endorses this policy. If your child inadvertently comes to school wearing a piece of jewellery or hoop ear rings they will be asked to remove them and they will be returned to you at the end of the day. Please note the school cannot accept responsibility for the loss or damage of items of jewellery and watches.

BEHAVIOUR

We expect high standards of behaviour at all times from all our pupils. The children's motto is 'care, respect, share, enjoy and friendship' and the school golden rules are:

- Be kind and helpful (ie don't hurt people's feelings)
- Be gentle (ie don't hurt anyone)
- Listen to other people (ie don't interrupt)
- Be honest (ie don't cover up the truth)
- Look after property (ie don't waste or damage things)

For younger children, the principles of the rules are simplified to the following statement:

'Kind hands, kind feet, kind words.'



We encourage children to be responsible for their own actions and to develop a caring attitude for themselves, their peers, adults and the wider community. We reinforce positive behaviour and achievement at all times through praise and encouragement. When a child's behaviour fails to reach the standards we expect, we always inform parents and invite them to visit the school so that all parties can work together to resolve the situation.

The school rules are few and based on safety, comfort and consideration. Pupils, staff and parents were involved in the development of the policy, which is reviewed regularly.

We use 123 Magic in school as a behaviour strategy.

ANTI-BULLYING

We were successful in gaining the Foundation and Bronze anti-bullying awards. We always put friendships, good citizenship and respecting one another as a high priority for all of our children, staff, Governors, parents and carers as well as other members of our community who come into our school.

Our values are care, respect, share, enjoy and friendship. These were decided upon by all stakeholders in our school. We encourage our children to remember our values by using the following mantra:

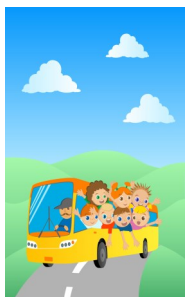
'If you care, respect and share, you will enjoy friendship.'

We pride ourselves on providing a creative and highly stimulating curriculum which we ensure is accessible to all children. This is delivered in a caring, safe and secure setting.

We have a group of year two pupils who are dedicated Peer Buddies. They are trained to deal with any issues that may arise during playtimes and help to ensure that all playtimes run smoothly.



Educational visits



All children will have the opportunity to go on educational visits. The educational value of all proposed activities and the health and safety of our children is carefully considered beforehand. Voluntary contributions towards the cost of these visits and activities will be requested from every family and if required can be paid in instalments (speak to our school office for further information). Each visit/activity will only take place if sufficient voluntary contributions are received to fund it. Please note that the school reserves the right to leave behind any child whose behaviour is a danger to himself/herself or others.

Nursery Snack

Snacks are provided every day. This sustains the children for the duration of the session and provides a good platform for extending personal and social development.

INCLUSION

Special Educational Needs

At Higham Ferrers Nursery and Infant School the special educational needs of children are identified by the class teacher through observation, testing, assessment and consultation with parents, previous school or health agencies, e.g. school nurse, doctor etc. Children with additional needs are fully integrated into the life of the school. All children access the curriculum. Specific supervision or additional learning support is provided for some activities and situations according to individual needs. Our Inclusion Policy has been written with the consideration of the national Code of Practice. Full details of the school's policy are available from on our website.

Equal Opportunities

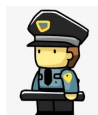
The school operates a policy of equal opportunities, within the framework of the Local Education Authority guidelines, which ensures that every child is given access to all activities regardless of gender, race or disability.

Disability Discrimination Act

At Higham Ferrers Nursery and Infant School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are further committed to challenging attitudes about disability and accessibility and developing a culture of awareness, tolerance and inclusion.



GENERAL INFORMATION



Security

The security of pupils and staff is of paramount importance and our school endeavours to make the environment as secure as possible. All visitors, including parents who need to come into our school during normal sessions times must report to our office. They will be asked to sign in and be issued with a visitors badge. The premises are also monitored by closed circuit television. All external doors are secured to visitors at the beginning of each session, however they can still be used for the safe evacuation of the premises should the need arise. All staff and visitors are required to wear an identification badge. Our safeguarding policy states that any visitors on our school premises must leave their mobile phones at the office when they sign in.

Attendance

At Higham Ferrers Nursery Infant School we ask parents and families for their support in promoting good attendance in the following ways:

- Ensuring that children attend school regularly and arrive on time.
- If your child is ill please contact the school office on the first day of absence so we can update our records. Staff will be concerned if they do not hear anything and will ring home if they do not hear from you. Please note that your child must remain away from school for **48 hours** after their last period of sickness and/or diarrhoea.
- No holidays during term time will be authorised. Therefore holiday request/ leave of absence forms are no longer provided. A request for leave of absence must be put in writing to the Headteacher and if necessary a meeting will be arranged to discuss the matter further. Absences will only be granted for exceptional circumstances with approval from the Headteacher.



Child Protection

It may be helpful to parents to know that Headteachers are required to report any obvious or suspected cases of child abuse to Social Services. This procedure is intended to protect children at risk. Headteachers are encouraged to take the attitude that, where there are grounds for suspicion, it is better to be safe than sorry. This does mean that there is a risk of upsetting some parents by reporting a case, which on investigation proves unfounded. In such circumstances, it is hoped that parents will appreciate how difficult it is to carry out this delicate responsibility, and would accept that the Headteacher was acting in what were believed to be the child's best interests. The school's Child Protection Policy is available to parents from the main school office.

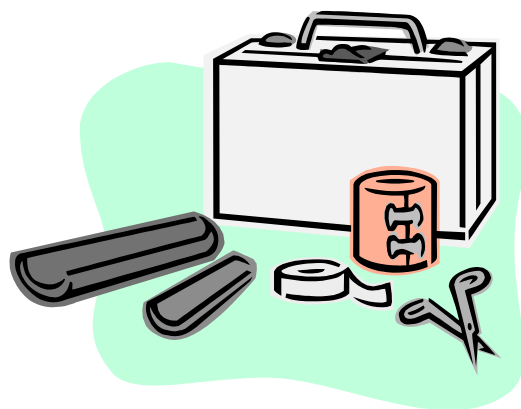
Medical Care

We ask parents to be vigilant with regard to head lice as it is no longer the responsibility of the school nurse or staff. Lice and nits are a problem at all schools. Information about this issue is available from doctors, health centres and pharmacies. Parents are requested to inform the school if their child appears to have head lice, so that reminder may be sent to all parents asking them to check frequently and treat if necessary.

If a child becomes unwell in school or is injured, parents are contacted. It is essential that the school has up-to-date details so that we can easily contact you or another named carer. If, however, parents cannot be reached the child will be cared for in the most appropriate way—which may mean admission to hospital if necessary.

The school's policy allows staff to administer prescribed and Over the Counter (OTC) medicines to children during the school day. Over the Counter (OTC) medicines, such as Calpol, will usually only be administered for 24-48 hours (with the exception of medication for seasonal conditions such as hay fever.)

Medication will be kept in the school office and a form must be completed by Parents/Carers. Children should not bring cough sweets etc in to school. Asthma inhalers can be kept in school if required. Please contact our school office for information. In exceptional circumstances medicines are required on a daily basis over long periods. In these instances you will need to contact our Headteacher.



Parking

No cars should be parked or driven down the access road at the side of school. If you are unable to walk to school we ask that you park away from Wharf Road as we suffer from severe congestion with 700+ children accessing both the Infant and Junior schools. The safety of all pedestrians must take priority over 'convenience'.



Emergency Closure

From time to time, especially in winter, situations may arise where it is necessary to close the school. Where possible parents/carers will be informed the day before the school is to close. If the school has to be closed at short notice, Parents/Carers will be informed on the day via email, Facebook and there will be a note on the school website.

Raising Concerns and Resolving Problems

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted the "Northamptonshire Model Complaints Procedure".

This procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to reoccur

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

School Governors

Governors take an important role in the running of the school. The Governing Body is made up of people who represent many interested parties (parents, teachers, the local Authority and the Community). Governors have responsibility for the content of the curriculum, the appointment of staff and control of the school finances. All Governors can be reached via the School Office and messages will be passed on.

See below for the current members of the Governing Body:

Mrs L Ward

Mrs S Miller

Mr S White

Mr M Walton

Mrs A Goode

Miss Z Ilott

Mrs A Corbyn

Mr G Konstantinidis

Miss K Robinson

Ms L Cessford

Vacancy

Miss G Wright

Headteacher

Deputy Headteacher

Chair / Co-opted Governor

Vice Chair / Parent Governor

Staff Governor

LA Governor

Parent Governor

Parent Governor

Parent Governor

Co-opted Governor

Co-opted Governor

Clerk



Friends of Higham Ferrers Nursery and Infant School

All parents are automatically a member of 'The Friends'. The Friends arrange various functions during the year which include an AGM meeting in the early part of the Autumn Term. Our major fund raising events are a Christmas Fair, Sponsored Event and Summer Fete. These events along with others, raise money which enables The Friends to provide equipment that would not otherwise be available to the school.

We want your child's time at our school to be happy, exciting and educational. We believe that learning should be fun and that by encouraging respect for each other and valuing the opportunities available we all grow and learn together.

And finally.....don't just take our word for it, this is what our parents have to say:

'Very welcoming school. Teachers and staff are approachable and learning is exciting and varied'

'My daughter loves nursery, she looks forward to coming every day'

'My children are really happy at this school'

'I think the nursery setting is great and I would definitely recommend it to anyone else'

'The staff are wonderful & helpful and resolve any concerns if needed'

'We're very happy with the nursery class'

We wish you and your child a very happy and successful time at Higham Ferrers Nursery and Infant School.



Staff List

Mrs L Ward	Headteacher
Mrs S Miller	Deputy Head/EYFS Leader/SLT/Teacher (Reception)
Miss G Wright	School Business Manager
Miss D Bond-Anderson	School Administrator
Mrs L Moss	School Admin Assistant
Mrs C O'Leary	Family Support Worker
Mrs S Farrell	Teacher (Nursery) SENCO/SLT
Miss Z Tayabji	Teacher (Nursery)
Mrs S Betts	Teacher (Reception)
Mrs C Campbell	Teacher (Reception)
Mrs L Brown	Teacher (Year 1 Group Leader/SLT)
Mrs L Clarke	Teacher (Year 1)
Miss H Fairbairn	Teacher (Year 1)
Mrs C Smith	Teacher (Year 1)
Mrs L Dore	Teacher (Year 2 Group Leader/SLT)
Mrs K Dunnell	Teacher (Year 2 Group Leader/SLT)
Miss G Foley	Teacher (Year 2)
Mrs A Rosier	Teacher (Year 2)
Mrs S Eady	Higher Level Teaching Assistant)
Mrs N Jervis	Higher Level Teaching Assistant
Mrs J Pedlar	Higher Level Teaching Assistant
Mrs M Gorst	Teaching Assistant
Mrs K Harris	Teaching Assistant
Mrs A Scotney	Teaching Assistant
Mrs S Shafe	Teaching Assistant
Mrs N Smith	Teaching Assistant
Mrs K Walton	Teaching Assistant
Mrs S Wheatley	Teaching Assistant
Mrs S Wingrove	Teaching Assistant
Mr J Crooke	Site Supervisor
Mr C Wingrove	Site Supervisor
Mrs P York	Cleaner
Mrs J Austin	Lunchtime Supervisor
Mrs D Bance	Lunchtime Supervisor/Teaching Assistant
Mrs C Dunford	Lunchtime Supervisor
Mrs N Fuller	Lunchtime Supervisor
Mrs L Grigg	Lunchtime Supervisor
Miss L Howe	Lunchtime Supervisor
Mrs Z Petit	Lunchtime Supervisor
Mrs L Powell	Lunchtime Supervisor/Teaching Assistant
Mrs S Stanley	Lunchtime Supervisor