



# Somerville Federation



Somerville Nursery and Somerville Primary Schools

## Aiming High Together



SOMERVILLE FEDERATION

# **SOMERVILLE NURSERY SCHOOL Prospectus 2018 – 2019**



# Welcome to Somerville Nursery School



## **SOMERVILLE NURSERY SCHOOL**

(Federated with Somerville Primary School)

**BRENTWOOD STREET**

**WALLASEY**

**MERSEYSIDE**

**CH44 4BB**

**TEL/FAX NO: 0151 638 1567**

e-mail: [schooloffice@somervillenursery.wirral.sch.uk](mailto:schooloffice@somervillenursery.wirral.sch.uk)

The information contained in this document relates to the school year 2018/2019 and, although correct at the time of publication, it should not be assumed that there will be no changes for the start of, or during the school year 2018/2019.



SOMERVILLE FEDERATION

**STAFF**

**2018-19**

**Executive Head Teacher:**  
**Mr. M. Forber**

**Assistant Head Teacher:**  
**Mrs. B. Kell**

**Teacher:**  
**Mrs F. Pritchard**

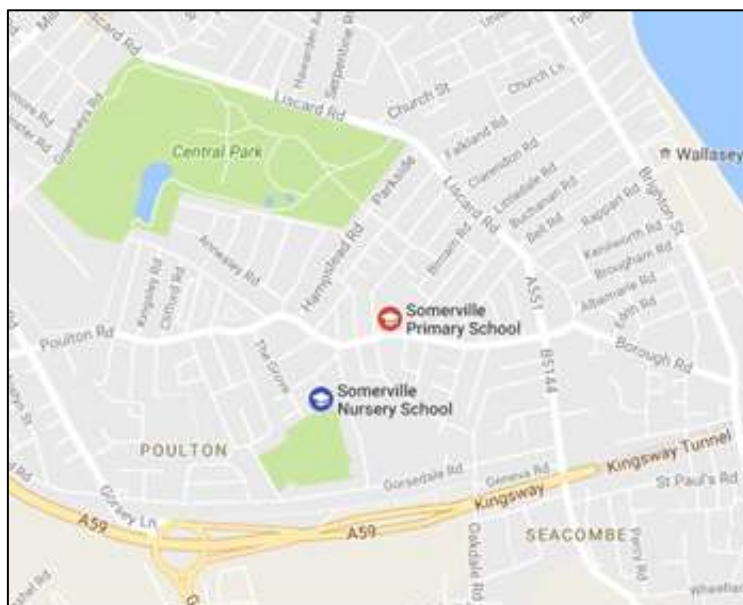
**Teaching Assistant- Level 3:**  
**Mrs. D. Holsgrove**

**Teaching Assistant- Level 2:**  
**Ms. L. Nisbet**

**2 Year Old Room Leader:**  
**Mrs. A. Quest**

**Childcare Workers:**  
**Mrs. A. Jarratt      Mrs. H. Saville**  
**Mrs. J. Pusey      Miss. S. Lavery**

**Secretary:**                      **Site Manager:**  
**Mrs J. Lewis**                      **Mr P. Thompson**



I extend a very warm welcome to our Nursery School. Our Nursery School has been established since 1946 and since this time has developed a strong reputation locally, with generations of families choosing the Nursery School for their child's early education and care.

From the 1st February 2016 Brentwood Nursery School became part of the family of Somerville Federation and in June 2016 the Nursery School changed its name back to its original school name of Somerville Nursery School.

Choosing the right early years setting is an important decision for parents, and parents must be confident that the setting will meet their child's needs. Our wonderful grounds and building offer an engaging learning environment, within which our children are happy, motivated and challenged.

The school has a warm, friendly atmosphere and we enjoy a close relationship with the families of our children and the local community.

Our children are at the heart of what we do, and we ensure that children are given opportunities to play and learn and to become happy, responsible and confident in the first stage of their education.

We pride ourselves on our high levels of parental satisfaction and our welcoming and secure environment. We look forward to working closely with you and your family to support your child and to ensure they get off to the best start possible and enjoy unique and special days with us.

*Michael Forber*

Executive Head Teacher

Somerville Nursery School is less than 160 metres away from Somerville Primary School.

Somerville Nursery School  
Brentwood Street  
Wallasey  
Merseyside  
CH44 4BB

**Tel/Fax No:** 0151 638 1567

E-mail: [schooloffice@somervillenurseryschool.wirral.sch.uk](mailto:schooloffice@somervillenurseryschool.wirral.sch.uk)

# GOVERNING BODY

Our Governing Body are highly valued and actively involved in the daily and strategic leadership of our school. When a vacancy for a parent governor arises, all parents are written to inviting them to apply. The parent governors are Mrs. Sheen, Ms Carter, Mrs Jones and Ms Lloyd. The Chair of Governors is Mr. Griffiths. Should you wish to bring a matter to the Governors' attention please feel free to discuss it with either the Executive Head Teacher, or in writing to the Governing Body c/o Somerville Nursery School.

## Governing Body of the Somerville Federation

### HEAD TEACHER

Mr. M. Forber

### PARENT GOVERNORS

Mrs. M. Sheen  
Ms. C Carter  
Ms. K. Jones  
Ms. K. Lloyd

### CO-OPTED GOVERNORS

Mr. C. Griffiths	Chair of Governors
	Vice Chair
Mrs. B. Kell	
Mrs. P. Jordan	
Ms. G. Bain	

### LA GOVERNOR

Mrs. L. Andrews

### STAFF GOVERNOR

Mrs. K. Connolly



# Somerville Federation

## Somerville Nursery and Somerville Primary School



### **Aiming High Together**

### **Inspiring and challenging to ensure successful futures**

### **Happiness, Respect, Resilience, Responsibility**

Through our vision, mission and core values at Somerville Nursery School:

- ❖ We endeavour to give all children the opportunity to discover as many facets of life as possible in a healthy and stimulating environment.
- ❖ We empower them to develop socially, emotionally, physically, intellectually and in a spiritual way.
- ❖ We pay special attention to all the necessary skills s/he will need to lead a happy, successful life in a climate of inclusion, equal opportunity and racial harmony.
- ❖ We aim to provide an environment free from substance and alcohol abuse.
- ❖ We promote healthy eating and keeping safe.
- ❖ Everyone in our Nursery School is actively involved in tackling bullying and offer support and a secure framework in which open discussions can take place.
- ❖ We aim to support and further the education of children who have special educational needs, gifts and talents, English as an additional language and any other specific or individual need.
- ❖ We aim to promote citizenship and an appreciation of the community in which we all live.
- ❖ The staff team, Governors, parents, children and friends of the Nursery School work together to provide the best possible education and childhood experience as possible.
- ❖ We teach all our children through the Seven Areas of Learning taken from the Early Years Foundation Stage Framework, which reaches up to the end of Foundation 2.

# ADMISSIONS

## GENERAL INFORMATION

The school consists of a Foundation 1 class for pupils of either sex, aged 3-4 years which offers a free government funded place for 15 hours per week. We have a limited number of places available for those children who meet the criteria for the additional 15 hours free entitlement. We also have 2 year old provision offering free funded places of 15 hours for eligible 2 year olds. In addition to this we are also able to offer, subject to availability 'paid for' places at £10 per session. These sessions must be paid for in advance (terms and conditions apply) .

The number of new children we can accept each year is 78 into the Foundation 1 class and 32 into the 2 Year Old Provision.



Admissions are strictly by adherence to the Wirral Nursery Admissions Policy. The final admissions list is put together by the Governing Body Admissions Committee of the Federation.

Children are admitted into the Foundation 1 class at the beginning of term after their third birthday.

Children are admitted into the 2 Year Old Room the term after their second birthday and if they are eligible for a funded place, production of the letter confirming this must be shown.

(Please see Admissions Policy for Somerville Nursery School)

## SCHOOL DAY

The times of our daily Foundation 1 and 2 Year Old sessions are as follows:

**Morning – 9:00 a.m. -12:00 noon**

**Afternoon – 12:30 p.m. – 3:30 p.m.**

The sessions we offer are:

5 Mornings: 9:00am – 12:00noon

5 Afternoons: 12:30pm – 3:30pm

Flex 1: Monday & Tuesday 9:00am -3:30pm  
Wednesday 9:00am – 12:00noon

Flex 2: Wednesday 12:30pm  
Thursday & Friday 9:00am – 3:30pm

Subject to availability, we also offer additional 3 hour sessions at a cost of £10 between 9:00 a.m. – 12:00 noon or 12:30 p.m. – 3:30 p.m. These sessions must be paid for in advance (Terms and conditions apply).

Please ensure your child arrives and is collected promptly as late arrival or pick up can be distressing for the children

The School Gate will be opened each morning at 8:50am and locked just after 9.10am once the majority of parents have left the site.

Please wait with your child until a member of staff greets you at the door.

The gate is opened again in the afternoon at 11.55am for you to collect your child. Children must be collected by an adult known to the staff. No child is allowed to come to the school by his/herself, or be brought/collected by a child **under 16 years of age.**

In the afternoon the school gate will be opened at 12.25pm, closed at 12.40pm and opened again at 3.25pm for the afternoon session children and parents.

The Assistant Head Teacher and staff members will not allow a child to leave the school with an unknown person. (In an emergency please telephone or send a note). If you need to collect your child before the end of the session, please inform a member of staff.

## SCHOOL MEALS

Children who attend for a full day must bring a packed lunch. We encourage healthy eating in our school and ask you to support this by providing nutritious and healthy food in your child's lunch box. Water is available to drink. The lunchtime supervisory assistants along with a member of staff supports the children while they are eating lunch. All Child Care staff are qualified in



Paediatric First Aid and the team is guided by the school's policies and procedures.

Lunchtime commences at 12:00 noon and finishes at 12:30 p.m.  
If you meet eligible criteria, your child may be entitled to a free school meal.

## ATTENDANCE

We strongly encourage good attendance by the children. Good attendance is a key factor in helping your child to achieve well. It also establishes good habits for primary school. Poor attendance has a direct impact on your child's education and progress in school. Please notify us if you are taking your child on holiday during term time. We also realise that at this young age many children will pick up a host of childhood minor illnesses, and cannot avoid absence. If your child is unable to attend school, please let us know as soon as possible.

## SCHOOL UNIFORM

School uniform is not compulsory; however Somerville sweatshirts are for sale. Please make sure all items of clothing are clearly marked with your child's name. **NO RESPONSIBILITY WILL BE TAKEN FOR LOSS OF CLOTHING.** Gloves or mittens should be attached to coat sleeves with tapes. Open toed sandals should not be worn to school in the interests of safety when playing outside. Children must bring coats even if coming by car - we have outdoor play each day **and the weather is very unpredictable.**

We expect children to get messy, scuff their shoes and they always manage to find places between the protective aprons supplied by school to get blobs of paint and glue on themselves (so do the staff!!!). We can do messy things in the playrooms which are not practical in your own homes, so please do not send children in their "Sunday Best". We will let you know when they need to dress up for special occasions.

Your child will need to bring a change of clothing in case of natural accidents. For Health and Safety reasons, please do not put them in a plastic bag.

We supply children with 'Legionnaire' style sunhats for outdoor sunny weather play, which cover the children's heads and necks. Children should **not** wear vest or strappy tops in the summer, as shoulders need to be covered to prevent sun burn. Please make sure you apply a high factor sunscreen to your child before attending school in the summer months. Please provide your child with a pair of wellingtons for outdoor play and Forest School. The Nursery School provides waterproof jackets and trousers.

For Health and Safety reasons, it is inappropriate for children to wear jewellery to school. Children with pierced ears must wear studs only and parents must

accept full responsibility for any injuries which might occur while wearing ear studs. The school has no provision for the safe keeping of jewellery or personal items, so we request that all personal property of this kind is left at home.

## **CHILD WELFARE**

### **Children who are ill**

Please inform the school if your child has to stay at home through sickness or any other valid reason. If your child has received treatment from your doctor, please make sure the doctor has given permission for your child to return to the school. Children who have had vomiting or diarrhoea are asked not to attend nursery until 48 hours after the last bout of vomiting or diarrhoea.

Some illnesses are more serious, and children will need to stay at home and seek medical advice. If we have a case of a serious illness, parents will be notified and we will operate under the guidance of Local Public Health.

If your child needs to take medicines whilst in school, this must be first agreed with the Assistant Head Teacher, and you will be asked to sign a permission form stating dosage and times to be given. The school reserves the right not to administer medicines or medical treatment, if staff have not received appropriate training.

We encourage parents to take up children's vaccinations and inoculations. If there is any aspect of your child's health you are concerned about, please seek medical advice. You can talk to us, as we can usually refer you on to a Health Visitor to help. If you have any concerns about your child's speech please speak to the Assistant Head Teacher.

If children become ill in school, we notify the parents (or an emergency contact if parents are not available) immediately. There is no provision in school to look after sick children, and young children prefer to be with their parents when they are unwell. As a consequence, we need to have up to date and correct information on how to contact you or another emergency contact.

### **First Aid in School**

In the unlikely event that your child requires emergency treatment during the school day, we will alert the emergency services first and inform you second, unless you advise us in writing otherwise.

All childcare staff have paediatric first aid training, and will administer basic first aid. Parents will be telephoned if there is an accident which is more than a routine cut or graze. Parents will be asked to sign the Accident Record Form, if a child has an accident in school.

### **EMERGENCY CONTACT DETAILS**

It is parents' responsibility to ensure we have an up to date emergency contact telephone number. If you change your mobile phone, it is important to tell us straight away.

### **Administration of Medicines**

No member of staff is obliged to supervise the administration of medication to children. School will only administer medication that is prescribed by a doctor and that needs to be taken 4 or more times a day.

If children require medication then arrangements with the Head Teacher need to be made to enable them to receive this in school. Parents will need to complete an authorisation form first, available from the school office.

Parents/carers can come into school and administer the medication themselves if they prefer.

### **ASTHMA, ECZMA AND ALLERGIES**

It is important that you let us know before starting if your child has a medical condition, so that we can fully support children in school.

If your child has Asthma we will need to discuss a detailed health care plan with you, so we can plan carefully for an emergency. For children suffering from asthma, inhalers will be kept in their classroom for easy access.

### **Head Lice**

Unfortunately, this is a common problem with young children. Lice are not attracted or associated with dirty hair and anyone can catch them. Lice cannot be caught from combs, hats etc; they are passed from head to head contact, and as a consequence we request that girls with long hair keep it tied back.

We will inform you if we notice them in your child's hair; please do not be distressed by this and confidentiality will be maintained. We will also put up a notice in school, letting other parents know that we have head lice in school. We encourage all children and families regularly to check their hair to combat the problem.

### **SAFEGUARDING and CHILD PROTECTION**

Keeping children safe is the most important aspect of what we do. It is our role to be vigilant in making sure children are safe and are protected from harm. To that end, all the staff at Somerville Nursery School have been trained to identify the signs and symptoms of child abuse.

The categories are sexual, emotional and physical abuse as well neglect. We try to work with families and if necessary, Social Services will be contacted. The school may inform parents prior to contacting them but there will be times when we would not be able to tell parents/carers.

Procedures and policies for Safeguarding and Child Protection are in place. If you wish to see them, they are available from the Head Teacher or 2 Year Old Room Supervisor.

The designated person for child protection is the Executive Head Teacher, Mr Forber. In his absence, the deputy designated teacher for child protection is Mrs Kell.

All staff, governors and any volunteers who have regular contact with the children are police checked through the Disclosure and Barring Service.

### **CHILDREN ACT 1989**

Any responsible adult in the school who has knowledge or suspicion that a child has been abused or is at risk of abuse has a duty to refer their concerns to the Wirral Social Services Department which has the statutory authority to investigate.

**NO SMOKING** on the school premises at any time please.

# FRUIT, MILK and WATER

## **FRUIT MONEY**

Each family attending, is asked to voluntarily contribute £1.00 per week. This not only pays for the fruit but for toast and many other extras.



## **MILK**

Free milk is offered to all children. If you wish for your child not to have milk, please inform the class teacher or room supervisor.



## **DRINKING WATER**

Research has shown that water is beneficial to the health of all children and can also help with concentration levels; therefore children have access to water throughout the session.



## COMMUNICATION

We genuinely and warmly welcome all our parents into our school, however, where possible we ask you to telephone first to make an appointment, so we can be sure senior staff are available to meet you personally. We hope you will attend some of the many workshops and fun activities with your children.

Throughout the year there are lots of opportunities to come and in and work with your child at a range of informal events such as Christmas Crafts and Art Day, as well as family learning events such as Crazy Cooks, Supper and Stories, Number Fun, App'n'Pie.

Parents are welcome to come in and help, though if this is on a regular basis, parents may need to complete a Disclosure & Barring Service (DBS) check.

### **'Settling-In Sessions'**

New parents and children are encouraged to attend our flexible settling-in sessions in the weeks prior to starting. This gives the children chance to settle in, with the security of a parent being close by, and get used to new adults and surroundings. These sessions can be arranged flexibly to meet the needs of the parents and children. Parents must stay on the premises during these sessions.

### **Information about your child in school**

We want the children in our school to feel happy and secure. If you have any worries or concerns about your child in school please talk to his/her teacher. Occasionally children can get anxious about school, and the class teacher is often in the best position to resolve any difficulties your child may be experiencing. Our aim is to resolve problems quickly and effectively in order to minimise any anxiety that may affect your child in school.

### **Your child's progress in school**

We invite you into school to talk with your child's teacher in the Autumn, Spring and Summer terms. Children who receive additional support in school, or have Special Educational Needs (SEN), will have an individual education support plan/play plan with written targets. We also hold review meetings each term with parents and other agencies for children with SEN. Should you have any queries regarding your child's progress please do not hesitate to contact your child's teacher, the Head Teacher or Assistant Head Teacher.

### **Newsletters/Letters**

The school sends out a newsletter every half term and additional letters informing parents of activities and events that happen in school and the local community. It is important that you check your children's bags for these letters on a weekly basis. Copies of newsletters are available from the school office or our school website.

### **Website**

Somerville Nursery School shares an extensive website at:  
[www.somerville.wirral.sch.uk](http://www.somerville.wirral.sch.uk)

The website is updated weekly, and is your first port of call for a wide range of information, including up and coming events, newsletters, school performance updates, holiday dates, school policies. If in doubt, check out the website.

### **Complaints**

We are very pleased to welcome parents' comments and suggestions and will deal with any complaints as they arise.

If you have a concern, please speak to your child's teacher initially, and then, if necessary, to the Head Teacher/Assistant Head Teacher, who will deal with any complaint you may have and hopefully reach a mutually satisfactory conclusion. If at any time you are not satisfied with the way your complaint was dealt with, please ask the Chair of Governors for our school's complaints procedure.

### **School Policies**

The latest versions of our school policies are available for parents/carers on request from the school office. Most of our policies are also available directly to download from the school website.

## **SPECIAL EDUCATIONAL NEEDS**

At Somerville Nursery School we take great care to uphold the principle that 'Every Child Matters'. Our Inclusion and Special Educational Needs policy and procedures uphold this and we follow the guidelines set out by the Code of Practice for Special Needs.

We aim to identify any difficulties the children may be experiencing regarding their learning as early as possible and offer support. Our objective is to ensure that all children have equal opportunities in their learning through the provision of programmes to match their needs.

If your child has any problems when trying to learn, we will talk to you about it, and if necessary contact the relevant person who will gladly offer to assess any difficulties and offer advice. This could be a health professional such as Speech and Language Therapist or a teacher from the Special Education Support Service. We have excellent relationships with a range of support agencies, and believe that early identification of a possible need helps to ensure the children are well supported by the time they transfer to school.

If you have concerns, please speak to Mrs Kell, Assistant Head Teacher



## Positive Behaviour and Brentasaurus Rules

At Somerville Nursery School we have implemented a Positive Behaviour Policy, which encourages attitudes of self-discipline, caring and friendliness. We strive to promote our Brentasaurus rules with the whole school community.

Our 'Brentasaurus Rules' are written by the children and the children expect both adults and children to abide by these rules. The rules help us to remember how to:

- Be a good, kind friend
- Use kind words
- Look after each other and our things
- Always say please and thank you

**Physical needs** - The setting provides a comfortable and pleasant environment with adequate ventilation and heating in which the children are happy because they are not thirsty, hungry or wanting to go the toilet. The lighting in the room is used appropriately so that energy-saving is matched to good levels for vision, especially for those who need support. Vertical blinds are used to filter light to prevent glaring or deep shadow.

**Self-Confidence** – With support, the children are encouraged to have a positive self-image of themselves. They are given the chance to take risks, to learn by trial and error and so to succeed. They receive approval and rewards for good behaviour.

**Support** - The children receive love and support from the staff to enable them to grow up happily.

**Clear instructions** - We aim to give them clear instructions, simple explanations so that every child understands just what he/she has to do.

**Praise** - We aim to give praise and recognition where due.

**Stimulation** - We aim to provide interesting and stimulating activities in which the curriculum needs are set at the right level for each child.

**Special Needs** - Our children with special educational needs are accepted in a supportive, inclusive environment in which they get on well with each other and make friends. We operate a policy of total inclusion.

**Environmental aids and a place to work** - We aim to provide quiet working areas with enough equipment for everyone to use. Self-motivation is encouraged by interesting displays, artefacts and plain working areas if children have concentration difficulties.

**A system that helps** - We operate a system where children and grown-ups are encouraged to behave and act appropriately to keep each other safe, interested and happy.

**The chance to discuss anxieties and to resolve problems** - All children and adults are offered opportunities to discuss anxieties and problems openly.

**Safety and freedom from harassment** - We protect everyone from bullying, harassment and danger through our safety regulations, child protection and security policies. Everything possible is done to help your child to be safe and happy at school and in the community.

**If all these fail, we then operate the 3 CHANCE SYSTEM**

1. It is explained simply and carefully to a child involved in antisocial or dangerous behaviour by a member of staff.
2. If the behaviour continues, the child is then withdrawn from his/her activity and given time with adult support to think about what she/he has done and how to change the behaviour.
3. If the inappropriate behaviour continues, the class teacher will discuss the concerns with the Assistant Head Teacher and parent and work together to put strategies in place to support the child.

Parents are told when a child has misbehaved and has had to be withdrawn from activities in the playroom.

# LEARNING and DEVELOPMENT

The Early Years Foundation Stage (EYFS) sets the standards that we must meet to ensure that children learn and develop well and are kept healthy and safe. It 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.



We aim to create an attractive and stimulating learning environment where children feel confident and secure and challenged. The children have daily access to an indoor and outdoor environment that is set up in discrete areas of learning with planned continuous provision. Within the outdoor environment, we have our Forest School on site, which the Foundation 1 children experience each week. Forest School promotes the holistic development of children through a multi-sensory environment fostering resilient, confident, independent and creative learners.

Effective learning builds and extends upon prior learning and following children's interest.

Effective planning is informed by observations of the children to ensure we follow their current interests and experiences. These observations are recorded in the children's individual learning folders.

The curriculum is based on the recognition that children learn best through play and active learning and that every child is a unique child.

It is organised into seven areas of learning and development, of which three are "prime areas," and four "specific areas."

The prime areas are:

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

The specific areas are:

- Literacy
- Mathematics
- Understanding of The World
- Expressive Arts and Design



Through careful assessments and observations, including information provided by parents and other settings, children's development levels are assessed.

The balance will shift towards a more equal focus on all areas of learning as children grow in confidence and ability within the three prime areas. However, if a child's progress in any prime area gives cause for concern, staff will discuss this with the child's parents and/or carers and agree how to support the child.

Planning and guided children's activities will reflect on the different ways that children learn and reflect these in their practice. At Somerville Nursery School, we support children in using the three characteristics of effective teaching and learning. These are;

- **Playing and Exploring** - children investigate and experience things, and 'have a go';
- **Active Learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and
- **Creating and Thinking Critically** - children have and develop their own ideas; make links between ideas, and develop strategies for doing things.

(Taken from Statutory Framework for the EYFS 2017)

### **TOILET TRAINING AND DUMMIES**

Please do not feel embarrassed if your child is still in nappies. We do admit children who are still in nappies, as we believe all children develop at different stages. Once the children are settled in we will help to support you as a parent with strategies for toilet training, which we know work. Often once the children see other children using the toilet independently, they soon want to do the same.

We would encourage all parents to 'ditch the dummy' as soon as possible, as we encourage all our children to become clear and articulate speakers. Our friendly local Health Visitors will be only too happy to offer advice to parents.

### **SCHOOL LIBRARY**

We have a wonderful collection of books for children to borrow. We feel it is very important to develop a love of books from an early age. Library day is a Tuesday or the following day your child attends. To start good habits, we encourage parents to share a book at home with the children each evening.

### **SCHOOL OUTINGS, TRIPS, EVENTS**

Most of our outings tend to be local such as to the pet shop or park. When we take the children on a visit further away, we ensure we have enough staff and adult helpers to ensure the children's safety. Before children are permitted on the visit you will be asked to sign a permission slip. We cannot take the children if written permission is not obtained. All parents will be given detailed information about the visit. As a small school we have to ask you for donations for the school fund to finance these ventures as and when they occur. We try to bring experiences into the school for the children such as theatre groups.

### **THE DUTY TO PROMOTE RACE EQUALITY**

We are actively tackling racial discrimination and promoting equal opportunities and good race relations

We are encouraging, supporting and helping all children and staff to reach their potential.

We are working with parents and guardians and with the wider community to tackle racial discriminations and to follow and promote good practice.

We make sure the Race Equality Policy and its procedures are followed.

## **INCLUSION**

We are a very inclusive school and respect all adults and children who use our building.

We encourage children to learn and achieve to the best of their abilities.

We value our children, their parents and families.

We intend to listen to everyone's views and opinions.

**Thank you for taking the time to read this prospectus.  
We hope you found it helpful and informative.  
If you have any queries or suggestions  
please speak to the Executive Head Teacher or Assistant Head Teacher at  
the Nursery School.**