Caverstede Nursery School

Welcome

This parent handbook aims to give some basic information which will help you learn more about the Nursery school so that together we can ensure that you and your child's first experience of learning and care are both happy and worthwhile.

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Website: http://www.caverstede.peterborough.sch.uk

History and Background to the School



Caverstede has been a Nursery school since 1946 when it was opened to accommodate the babies and toddlers of mothers who worked in the factories making armaments for the war effort. The first Head teacher was Miss Betty Hay who was appointed Head teacher in 1949 having worked at the nursery since 1947. Betty remained Head teacher until 1986.

In 2002 the nursery was awarded Early Excellence Centre status which enabled us to deliver integrated early education and care. We applied for and were awarded full day care status from Early Years Ofsted in September 2004.

Caverstede was awarded Beacon School status in 2002 as part of the Government programme to offer professional development and share best practice with partner schools, funding for this programme ended in 2005. Caverstede was asked by the Local Authority [LA] to deliver training and professional support around Special Educational Needs [SEN] to 10 local Private, Voluntary and Independent settings. We no longer deliver individual support to these setting but we continue to deliver a programme of training and support to Peterborough schools and settings on behalf of the Local Authority through our Early Years Foundation Stage Special Educational Needs / Disabilities Hub. Caverstede has also worked with Post Graduate Certificate in Education [PGCE] students from Cambridge University.

Caverstede's first 75 years have been years of success and change. It has given many hundreds of children and families a firm foundation to their educational learning and development. We have welcomed many visitors from local, national and international interests who have expressed delight with the welcoming atmosphere, high professional and educational standards and the friendliness and independence of the children. We are proud that Caverstede has continued and built upon this high quality reputation.



We achieved the Nursery World Award for Inclusive Practice in 2010 and the School Early Years Team of the Year Award in 2011. In February 2017 we were inspected by Ofsted and gained our fifth 'Outstanding' grading in a row.

Memories from over the years

1950 "After lunch we slept on little beds with a blue blanket." Christine

1974 "I remember all the little beds and having an afternoon nap! I remember singing "I can see a rainbow!" Mark

1979 "I remember having milk times drinking milk out of small glass bottles with a straw" Helen

1994 "I remember that I was in a mobile classroom and my class teacher was Sue" Chloe



2006 "I remember big, open space, full of light and happy children. I thought it would be ideal place for my son to learn and play."

2008 "I remember the trampoline being built. When I jumped on it for the first time it was so much fun!" Emily aged 6

2011 "Thank you for the cups of tea at Dad's and Lads club" Darren

2011 "I asked Monty what he liked best about Caverstede and he said playing with Captain Nik. The people of Caverstede are very special."

The School Today

The Nursery School is the only state funded nursery school in Peterborough, is situated within the Walton Ward and is accessed by families across the whole of Peterborough.

The nursery operates on flexible part time sessions, morning and afternoon, full day and full time sessions. The school is run as an open plan unit and the children have access to indoor and outdoor play the majority of the time.



We provide funded 15 hours flexible provision, 30 hours funding for working parents of 3-4 year olds and offer places for two year olds some of whom receive 2 year old funding.

Children are from a very wide range of social, cultural, economic, language and racial backgrounds. Some children accessing the nursery have additional needs and some children are able, gifted and talented.

At Caverstede, we value diversity as a rich resource to support the learning for all. In meeting the learning and developmental needs of all the children we ensure the same quality of experiences, although not necessarily the same experiences. Our highly qualified and experienced staff work in close partnership with families, outside agencies and transferring settings and schools to ensure our provision is appropriate for every child. We believe that all children should grow up together learning to enjoy and accept other peoples' differences. Thus we do not tolerate any form of prejudice whether from children or from adults.

There are often students who are following teaching or early years courses working alongside the nursery staff. Other visitors include staff from other schools and settings, Governors, Educational Psychologists, Health Professionals including Speech and Language Therapists.

We follow the same school term dates as many of the other Peterborough schools. Staff at the school hold many different qualifications, but also acknowledge the need to keep up to date. To provide the quality service we strive for, it is vitally important that we invest in our team's professional development. This includes five whole school team training days each year, as well as numerous courses and conferences. We also value the sharing of knowledge and expertise within the school, which happens informally on a daily basis as well as through a whole range of meetings.

We have a board of governors who meet several times a term and can be contacted through the school. The names of the Governors and their photographs are displayed on the staff noticeboard in reception and their names are on our website. The parent governors are elected to act on your behalf and their names and photographs are also featured in reception. Your parent governors are there to help you, are happy to discuss your views and are there to provide additional support should you need it.



Extended Services

Children and families are at the heart of all that we do

We offer extended services at Caverstede to support you as a family.

- 2 year old funded 15 hour childcare sessions
- Additional day care hours can be purchased

Before and After School Provision

- Breakfast Club - 8.00am to 9.00am
- Late Club – at the end of the nursery day, from 3.00pm to 4.00pm.
- Late Club is charged in half hour 'chunks' so that it is flexible for families.

Up to date price information available on request,.

For Parents/Carers

- Home Visiting
- Access to our Parent Café

Groups run by outside providers

- We often have groups running within the school delivered by outside providers—please look out for details in reception

If you require further information please contact reception.

Admissions

Generally, most of our children start in September and leave in July. However, we do admit children throughout the year as spaces become available. Children may attend nursery for one or two years, depending on their age and date of admission.

Our Admissions policy is available on our website.

Attendance and Punctuality

Each child's place at Caverstede is valuable. Please ensure that your child arrives and is collected on time. Poor attendance and punctuality has been shown in research to damage achievement. Arriving on time allows your child to benefit fully from their nursery place and sets good habits for the future.

Please arrange all appointments, family holidays and events during the school holiday times. In exceptional circumstances where time away from the Nursery needs to be taken in term time, please complete a holiday form which you can get from reception and hand to your child's key person.

If your child is away from the school on holiday for more than three weeks then their place may be offered to another child.

Vision

Our vision is to be an outstanding Nursery School. Our mission



We value people

- Children and families will always be first in everything we do.
- Enthusiastic and caring staff will build good relationship with families.
- We will celebrate each child's uniqueness.
- All staff will feel valued and play an active part in the school.
- All children and families are welcomed and equally valued.
- All staff will treat each other equally and respectfully.

We value learning

- We will give children and adults opportunities to learn through positive relationships, a rich indoor and outdoor learning space and planned and spontaneous learning experiences.
- All children will be able to develop their strengths and follow their interests.
- We value and listen to the child's voice to support and enhance their learning.
- A friendly, relaxed and secure environment for all will support children to achieve excellent outcomes.
- We acknowledge that learning starts at home. All families will be supported and involved in their children's learning through an individual approach..
- All staff will seek out opportunities to make themselves valuable multi-skilled professionals.

We value positive behaviour

- The school will have an ethos which emphasises role modelling of positive behaviour for everyone involved, including zero tolerance to bullying and harassment.
- Discrimination will be reduced by modelling positive attitudes to diversity and actively challenging stereotypes and prejudices especially with regard to the protected characteristics
- We expect all members of the Caverstede community to act with courtesy, respect and good manners.
- Children will adopt a "can do" attitude.
- Adults will encourage children to have high self esteem, self belief and high aspirations.
- Adults will encourage and praise children's achievements to promote positive well-being.

We value health

- Promoting the importance of healthy living including physical, mental, social and emotional health for all children, families, staff and adults and its impact on future life and learning.
- Adults will be sensitive to children's involvement and wellbeing; a happy, comfortable environment.

Statement

is to meet the needs of all our children and families through high quality provision.

We value leadership

- The school will be well governed, managed and led, having excellent relationships with other partner agencies and professionals.
- Strong Early Years principles and practice will support individuals to thrive and achieve.
- The leadership culture will enable all children, parents and staff to realise their aspirations.
- All staff will generate ideas, solutions, responses and findings in their learning and leadership to move the school forward.
- Our ethos of equal collaboration and shared, open and honest communication will be created and supported by all individuals.

We value our community

- By endeavouring to break down barriers, families will have a sense of belonging to our community.
- We will create opportunities to engage with the wider and local community.
- We will encourage children, families and staff to participate in community activities to create a sense of pride in Peterborough.
- We will create opportunities to increase global and cultural understanding.

We value our environment

- We will strive to reduce our carbon footprint by being eco-friendly, using resources wisely and recycling where we can.
- Everyone will be encouraged to be environmentally aware and respect and value the world around us.
- The natural environment will be used to shape ideas, support learning and develop positive behaviours and attitudes to sustainable living.

We value the future

- Continuous self improvement will be driven by sharing our best ideas, innovative practice and research with each other and the wider Early Years community.
- We will provide excellent practice to ensure sustainability in the future.
- Children and parents will be empowered to raise achievement and aspirations in preparation for the future





Aims

We have identified experiences and aspects of learning that we want all children at Caverstede Nursery School to benefit from. All children will be positively supported in accessing these opportunities; appropriate to their stage of development and level of understanding.

- Every child will have a Key Person promoting a sense of belonging which allows children to explore the world from a secure base
- Every child will have access to a rich indoor and outdoor learning environment providing opportunities for them to be active and interactive and improve their skills of co-ordination, control, manipulation and movement
- Every child will be able to follow their interests through self chosen and child led play, supported by interested and experienced adults
- Every child will have access to visits in the local area and beyond
- Every child will be taught skills to support and develop their future learning
- Every child will be given the opportunity to extend their communication and experience stories, songs, poems and rhymes
- Every child will have the opportunity to experience close relationships which leads to the growth of self-assurance and positive attitudes to each other and learning
- Every child will be supported in developing their mathematical understanding
- Children will be given opportunities to explore, share and value their thoughts, ideas and feeling of art and aesthetic appreciation
- Every child will be supported in using a range of technology which will support their learning
- Every child will be supported to make marks in a range of media to communicate and express their ideas









Your Child's Day at Nursery School

At Caverstede children benefit and learn from daily routines which families can encourage and support.

Arrival and Greetings:
Before the start of the nursery session there are opportunities to select books from our Library.
Every child has their own named peg within their classroom, where they can hang their coat and spare clothes. This encourages children's independence and ownership.
Children self-register by collecting their name card and taking it to their Key Person area.
Children and their families are greeted by their Key Person. This is an opportunity for parents and staff to exchange information concerning the child. Children all have a pigeon hole for messages to be sent home. **We ask you to please check these on a daily basis.**

Learning Through Play:
After being greeted by the Key Person children are encouraged to choose where to play inside their classroom. When all the children have arrived they can then play indoors or outdoors - it is their choice. During the session the children do lots of exploring and learning. The adults play with the children and observe what they can do, and what they are interested in. Staff then use this information to plan exciting focused activities i.e. stories, arts and crafts, music, gardening, woodwork.

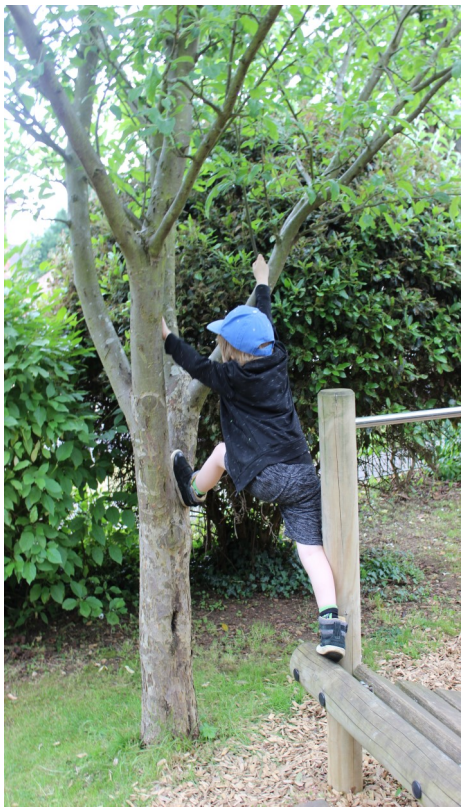
Sometimes your child may have paintings or artwork they wish to bring home, but not always. We very much value the process of learning and exploring and not the end product, so there is not always a beautiful creation! The Online Learning Journal, observations and displays celebrate this learning through play and help to make the learning visible.

Snack:
Snack is freely available to all children. We rotate the snack menu but a small example of what is available is

- rice cakes
- malt loaf
- crackers and cheese spread
- cucumber, apple and pear

Milk and water is always available.

To find out what your child is trying and eating, please speak to your Key Person.



Tidy up Time:
Towards the end of the session children help to tidy up indoors and outdoors. Tidy up time provides lots of learning opportunities, working together and learning to respect and treat property with care.

Key Group Time:
Children come together within their Key Groups to talk about what they have been learning, learn new things, sing songs, share stories and reflect on their interests within the group.

Going Home:
Children are collected from their Key Person, This is another opportunity to have an informal discussion about your child's learning and interests.

The session times for 15 hour children are:
9.00am – 12.00pm or 12.30pm – 3.30pm.

For 30 hour children the session times are:
9.00am - 3.00pm.

Extended Provision is available from 8.00 – 9.00am and 3.00 – 4.00pm.

Healthy School and Healthy Eating

Healthy Lifestyle

At Caverstede we acknowledge children's rights to a healthy lifestyle, and indeed we encourage parents/carers to promote a healthy way of life for all family members, and to help children to grow up healthily.

Caverstede is a health promoting school and has highlighted healthy eating and self esteem in children. As part of this we provide information and advice, and encourage Caverstede families to join with us and promote ways of being healthy. Wherever possible, we encourage walking to school, access to fresh air, opportunities to discover and find out, opportunities to face challenges in a safe environment, eating healthy snacks and balanced meals and thriving in a caring and valued atmosphere.

We plan and promote activities for Healthy Schools. Your Key Person can support you with any individual concerns regarding healthy eating, emotional wellbeing, keeping safe and being active. Activities through the year include:

Road Safety week
Walk to School week
Fruit and vegetable tasting
Hand washing demonstrations
Importance of teeth cleaning





Lunch Club:

Eating together is a fantastic opportunity to develop language and social skills. The children sit with friends and a familiar adult from the school in their classroom to eat their packed lunches which you provide. They are encouraged to develop table manners and hold conversations.



Children who are at Caverstede for a full day will have their packed lunch as part of their session. We will provide you with ideas for the healthy packed lunch that you will be providing for your child.

If your child is attending a morning 3 hour session we offer an opportunity for you to pay for your child to eat their packed lunch after their morning session if this is required. This would be from 12.00 - 12.30.

Please book these sessions at Reception when requesting a place at the school.

Practical Information

Staff names
All the staff who work in the school are called by their first name. Please let your Key Person know how you would like to be addressed.

Clothing
To gain personal independence and to be able to dress and undress is an important stage in a child's development. We want your child to be as independent as possible, so please dress them in clothes that can be "managed" easily. Dungarees for example are difficult for children and often they can not cope quickly enough with them before needing to use the toilet.

We play out in the Nursery Garden throughout the year. In the colder months your child will need a hat, gloves and scarf and in the warmer months your child will need a sun hat and sunscreen. Please be aware that children have the opportunity to climb and balance and suitable shoes are **essential**. Messy play is a major part of our curriculum and children will often get wet or messy. Children do wear aprons but this does not prevent all materials getting on clothing. Please can you work with us to ensure that all children can take full advantage of the learning experiences on offer without needing to worry about spoiling their clothes. **Please try to always have a named change of clothes for your child on their peg.**

Caverstede book bags and legionnaires hats are available from reception. If you would like to purchase the school uniform please go to www.myclothing.com. Leaflets with full details are available from reception.

Jewellery
We would advise you not to allow your child to wear jewellery at the school as it could easily be broken or lost. Also, some jewellery such as chains, long or hooped earrings and rings could cause injury to your child.

Head Lice
As in every school, from time to time children can get head lice. Please could you check your child's hair regularly (every time you wash their hair is a good guide). Comb the hair through using a special head lice comb. If you find eggs or lice, comb their hair every day using the comb until they have all gone.

Using hair conditioner directly on the hair will make combing easier. Please tell a member of your child's class so that we can monitor the number of children affected and let parents know that there is a case of head lice at Caverstede and to check their child's hair. If the Key Person sees any head lice, they will advise you on how to get rid of them.

Nappies and wipes
If your child is wearing nappies or is toilet training please provide enough nappies, wipes and nappy bags as appropriate in their bag.

Parents - How are

Children learn best when there are close links and continuity from home to school. We like to work alongside you right from the start by providing a parent information evening, stay and play visits, home visits and settling in sessions, COVID-19 permitting

Key Person
Each child is allocated a Key Person and a supporting Key Person. These are the people who will get to know your child really well. Your child and their Key Person will begin to build really firm relationships, showing trust and respect. Do not hesitate to discuss your concerns with your child's Key Person – you will find that all staff will be very helpful.

It is really important that we are able to contact you – please make sure that your address and telephone numbers are current and inform us of any changes.

Parent Information Evening—this will be recorded and placed on our website
An opportunity for parents to find out information about what your child will experience and learn at nursery

Stay and Play Visits—due to COVID-19 restrictions—these are unable to take place
These visits provide an opportunity for you and your child to meet staff and to play in the nursery classrooms and gardens before starting with us.

Home Visits—due to COVID these will be held through our virtual platform -'Teams' or by telephone
Home visits provide an opportunity for key staff to get to know you and your child in an environment where you both feel comfortable. Home visits can be very useful if you are concerned that your child may have difficulty settling or an opportunity to share strategies, concerns and information. You will be invited to have a home visit but you can say 'No thank you'. We arrange home visits so that Key Persons are familiar to your child. A parent told us "I found the Home Visit really useful for asking questions and meeting staff plus it gave my daughter the opportunity to meet her Key Person."

Settling In
We are very much aware that when your child starts at the school, it may well be the first time that s/he has left you for any length of time. We try to make this transition as easy as possible and we arrange for you to stay with your child for her/his first sessions in the outdoor environment. All children are unique and therefore the settling in period will vary. Some come to nursery and settle straight away but others take longer to settle. This is not a reflection of background or upbringing but reflects the child's personality. Therefore do not worry if your child takes what seems to be a long time to become comfortable with this new situation – this is a major step for most children.

Sharing Progress
At Caverstede Nursery School we recognise the children's parents/carers as their first and constant educators. Consequently, the ongoing assessment process begins with consultation with yourself as parents/carers. This on-going relationship provides a picture of your child's learning and development which is captured in Tapestry, your child's online Learning Journal.

Parent Workshops—these may be run online
We run workshops and opportunities to share ideas and experiences about supporting your child's learning and development i.e. Great Explorers, Learning Through Play. Please talk to your Key Person or class teacher to find out more.

Events
Educational events occur through the year such as Maypole Dancing, Christmas parties, Chinese Dragon Dance, visits to Paston Church. We welcome parents to join us on expeditions out of the school.

Communication
To ensure that you are fully informed about the school and the events and activities, we have many ways to communicate with you:

- Face to face contact through your child's Key Person and classroom practitioners
- Whiteboards outside each classroom provide information on weekly classroom activities
- Newsletters – news about life in the school and forthcoming events
- Classroom pigeon holes – available for each parent
- Notice boards - in Reception and inside the classrooms
- Multiscreen in reception – a source of useful information
- ParentMail – a service which enables us to send our letters, messages and newsletters direct to parents by e-mail and text message. Text messaging will be used to advise you of any school closures – such as during the winter time.







you involved?

- Website - Our website can be found at www.caverstede.peterborough.sch.uk
- Facebook Group – Easy and quick access to current information

Parents Views
To continually develop our practice we will find out your views through consultations.

Parent Consultations/Questionnaires are used to get your feedback on whether we are meeting your needs and your children's needs.

Parent View Ofsted provide parents with an opportunity to tell them what you think about your child's school. Parent view asks your opinion on 12 aspects of your child's school. Please visit the Ofsted website to register and complete a survey on Parent View. A link to Parent View is provided on our website.

How Children Learn

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 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.



'A child's play is their work'

Young children learn through play and active investigation. They learn best through a wide variety of activities which they love and enjoy, and where they are active participators. They need time to discover the world around them, as they touch, manipulate, look, listen, smell and explore the materials they find around them; learning through their senses. Our staff have a wide knowledge of how children learn through their senses, and how this helps every area of their learning, well being and behaviour.

Children learn best by doing and when they are interested, involved and motivated; developing their skills in language, creativity, physicality, mathematical and scientific. Play also provides opportunities to share, be independent, co-operate with others and manage the way we feel.

Each child arrives at nursery with their own set of experiences and interests and we build on these by observing the children at play. Led by the Class Teacher, our experienced and qualified staff observe children, join in their play, and plan future activities and events to consolidate and extend the children's learning and understanding further. Learning experiences are selected to provide new and challenging activities to respond to children's interests and enthusiasms. Enhanced opportunities are offered to inspire new enquires to further enhance learning.

The Early Years Foundation

The Early Years Foundation Stage sets the standards that all Early Years providers 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.

The principles which guide our work with children are grouped into three themes:

- **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
- **Creating and Thinking Critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

The Early Years Foundation Stage Curriculum is divided into:

- **Prime Areas** – Communication and Language, Physical Development, and Personal Social and Emotional Development
- **Specific areas** – Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

We have planned the Nursery School to provide these curriculum areas so that the skills learned in these areas may then be practised and developed in other situations. The Nursery sessions are devised to give a balance between free choice and adult directed activities.



Policies covering all areas of the curriculum are available to parents on request and should you wish to know more about our curriculum or practice, staff will be happy to discuss it with you.

Enhanced Learning Opportunities

Real life experiences with real materials.

At Caverstede we provide many opportunities for children to learn and explore from first hand experiences and real life situations, using real life materials and tools. As part of our enhanced provision we provide opportunities such as woodwork, where the children use real tools, such as hammers, saws and hand drills. Learning how to use them safely and developing their fine and gross motor skills, as well as developing skills such as joining pieces of wood together, cutting wood, learning about the different types of tools, woods and materials. We use real tools to dig with in the garden and the children learn how to use the tools safely and
appropriately.

We also provide resources and opportunities for sewing and textiles, clay and cooking, always using real tools and materials and having opportunities to learn about textures, changing materials and using their imagination creatively.

We encourage children to take risks and problem solve but in a safe environment, for example climbing and using ladders. Stories and particular interests may be enhanced with objects such as real bricks, wood and reclaimed materials like cardboard boxes.

We have visitors to the school for example authors and illustrators to help us celebrate World Book day and artists who help the children to create artwork.

Stage [EYFS]

Woodland Days
Woodland Days are planned weekly throughout the seasons to give children first hand experiences of moving, playing and exploring in a natural, physical environment using all the senses.

During our Woodland Days, the children have opportunities to develop forest skills, which may include becoming closely connected with the environment, building fires, whittling wood, den building and learning about the various plants and wildlife within our Woodland Garden. The children also become involved in gardening and taking care of the garden. The children plant a variety of vegetables throughout the year and will have opportunity to harvest and eat what they have grown.

We look closely at the animals and insects that visit our Woodland Garden, particularly the birds, as they are easily seen and watched from our bird hide.

Woodland Days support children's' physical development, awareness of the environment and their ability to have care and concern for living things and the world around them.

You will be notified of when your child's class have their Woodland Day - so please remember to send your child to Nursery with suitable clothing such as wellington boots and named wet weather clothes (and a change of clothing too as it can get messy!)

Visits in the Local Area and Beyond



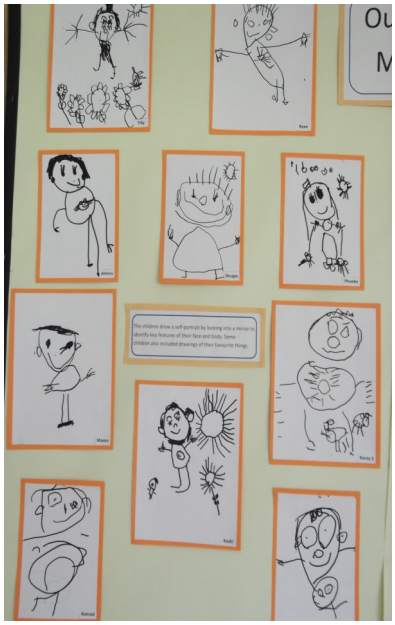
The world around us is an invaluable learning resource for children and this curiosity and interest is captured by exploring within and beyond the Nursery. The Nursery organises visits for children throughout the year. All visits are in support of work with the curriculum, including following children's interests and in connection with ways children learn. All outings are carefully supervised with enough adults to ensure children's safety at all times. We often invite parents to come with us on these visits and greatly appreciate the help they are able to offer.

Cultural and Enrichment Experiences
The Nursery celebrates and reflects diversity through resources in the environment, learning experiences, positive attitudes and role models that challenge stereotypes. We invite parents and staff to share their skills, talents and family customs. We celebrate festivals such as Eid, Diwali, bonfire night, Christmas, Chinese New Year and Easter and we take part in community events such as Maypole Dancing, Children in Need, Comic Relief days, Jubilee celebrations and Olympic events.

Cooking and Food Preparation
Sharing and preparing food is an important part of learning, being social and being healthy. There will be opportunities for your child to grow, harvest and cook fruit and vegetables. To chop fruit and vegetables, spread sandwiches. The children will also take part in cooking and baking.

Profiles of Development and Achievement

Observation of each child's learning processes allows us to develop individual profiles which create a Learning Journal. This Journal is an online Journal called Tapestry. The Key Person and Cass Teacher are responsible for compiling the journals which will become the record of your child's nursery experience including examples of work, photographs and observations. The journals are used to build an accurate picture of your child's achievements as well as to identify where your child may require support to extend their learning or identify areas for development.



Progress reports form part of our assessment procedures and are completed at specific points during your child's time at nursery.

If you have a Learning Journal from a previous setting do bring it to show your Key Person.

In addition to Tapestry, there are regular times when you can discuss your child's progress and these meetings will be timetabled to take place in the nursery with your Key Person.

When your child moves on to a new school or setting we offer the opportunity to download or print out the online version for a small charge. We would encourage sharing it with your new Key Person or Class Teacher.

Special Educational Needs and/or Disabilities [SEND]

At Caverstede we have a long history of working with children with special needs and their families. One of our parents has said;

"A Pre School Nursery presents the past, reveals the present and creates the future of any child and Caverstede have done all 3 for our son way above and beyond our expectations. We thank you forever."

We provide personalised education and care which brings out the best in every child and builds upon their strengths and interests, enabling them to develop a love of learning, helping them to grow into confident, happy people.

We work closely with a multi-agency team of professionals rom Health and Social Care and Voluntary Organisations. Our staff are highly experienced and have the skills and specialist support they need to meet the needs of all children successfully. We work closely with parents/carers, ensuring they have the confidence that their children's needs will be met, recognising that early intervention is vital to achieving better outcomes for all children and families.

Our school SENCO is Debbie Hayes. Our Inclusion Manager, Katherine Pope deals with the day to day work of our Special Educational Needs provision.

Children with Significant Strengths

Each child is unique and is entitled to planned opportunities and experiences that are challenging but achievable. At Caverstede Nursery School we recognise that young children do not learn in a compartmentalised way but in a holistic way where disposition and attitude is more significant than separate areas of learning. We also recognise that all children are unique and will learn in an individual way. Some children will show areas of expertise and ability. At Caverstede we would like to develop these significant strengths and dispositions and are able to identify them through a variety of methods. Practitioners observe children and talk with parents to find out their strengths.



Some children with significant strengths may show characteristics of being able, gifted and talented learners. Our Headteacher, Debbie Hayes is responsible for monitoring the achievement of children with significant strengths. Teachers and practitioners plan for all children's interests and abilities within the provision through class and individual planning.

Every Child a Talker [ECAT] - Listening to children

We celebrate multilingualism and our practice and environment ensures that all children are able to communicate their preferences and choices. We use observation; enable children to communicate through gesture and/or sign as well as verbally.

We use lots of songs, stories and rhymes to support confident communicators, often these are repeated regularly - your child's Key Person can let you know the current stories and songs being used with your child.



Positive Behaviour

Young children's behaviour can sometimes be a challenge for parents, practitioners, other children and the child themselves. In a young child's development their brain, body and emotions are changing rapidly and it can be hard for the adults and children to make sense of what is happening.

Through understanding the child's world, having empathy and realistic expectations we support children and parents in helping children become confident individuals who have appropriate self-respect, express their feelings and who are able to establish effective relationships with other children and with adults. We have clear boundaries and expectations and model positive behaviour to all children. Unwanted and inappropriate behaviour is addressed with individual children, and adults will intervene in conflicts if children are unable to resolve issues themselves. We have a shared approach to these interventions and will also work in partnership with families where behaviour may escalate or increase in frequency. In these cases relevant, specific strategies are shared and implemented to support positive behaviour.



We listen carefully to parents and work together to promote positive behaviour. We listen to children. All children have a Key Person who role model positive behaviour; a clear consistent response is essential.

If you are at all concerned about any aspect of your child's behaviour please talk with your Key Person who will be delighted to work with you.

Equal Opportunities

All children and adults within the school will be treated with respect. Their individuality will be acknowledged and positive account taken of their gender, sexuality, religion, ethnic and cultural origin, age, disability or socioeconomic status.

If you have any concerns regarding these issues please speak to a member of staff.

Prejudice Related Incidents
Any incident that is deemed to be of a prejudiced nature will be dealt with immediately. This could be in relation to Disability, Ethnicity, Religion, Belief or Faith background, Sexual and Gender Identity, Poverty or Level of Income.

This could be from pupil to pupil, pupil to staff, staff to pupil, parent to pupil, parent to staff, parent to parent. We will invite you in to discuss the incident in the first instance, but you must be aware that the school is legally obliged to report all these types of incidents to the Local Authority.

First Aid/Health & Safety

Health and Safety
There is a Health and Safety team who meet regularly to make checks and ensure that the school remains a safe place to work and play.



Site Security
The site is fenced with locked gated access to the front door and car park. The access at the rear of the site is blocked by a high gate, which is padlocked.

Visitors to the school can gain access via the main front door and are greeted by a receptionist. Reception is available from 8.00am until 4.00pm.

Doors in the school either have high handles or are accessed via a door entry system.
Please do not lift your child to press the exit button door on the nursery garden – this is for adult use only

CCTV
CCTV is installed on site covering the perimeter of the building, car park, reception area and the garden.

Car Parking
The car park at the side and rear of the school is for staff cars only.

When you bring your child to the school, please be careful where you park. Please avoid parking on grass verges or in front of residents' driveways as we have had complaints from our neighbours who have had their access blocked. We also have yellow zigzag lines in front of the school - they are there to protect your children - and they have to be left clear at all times. There are two bays at the front of the school; **one is for disabled parking only** and the other for parking restricted to 20 minutes dropping off time only. Please do check for all road markings along Caverstede Road to be sure of where to park. We have an arrangement at the Lime Tree pub to enable you to park your car at the rear of their car park.

Fire Safety
We have regular fire/emergency evacuation practices to ensure all children have had experience of fire safety procedures. All the staff know the fire safety procedures and in the event of an evacuation at either the beginning or end of the session, we ask all parents/carers and visitors to follow staffs' verbal instructions.

Personal Safety
We encourage the children to keep themselves safe - to know their name, address and possibly their telephone number.

We do not let the children go home with anyone other than a parent/carer or an adult who is on that child's collection arrangements.



Nursery Garden and Classroom Safety
All of our play equipment complies with safety standards laid down by the Local Authority and are checked regularly. Items are withdrawn or replaced if considered unsafe.

Paediatric First Aid Qualifications.
All classes have staff with Paediatric First Aid qualifications. All minor accidents to children requiring treatment are noted in the class, and parents/carers are always informed and asked to sign that they have received the details.

When a Child is Unwell
Please keep your child at home if they are unwell. Children are happier at home with their families if they are ill. If your child is ill and prescribed antibiotics please keep them at home for the **first 48 hours.** This is very important as children in nursery are very young and do not cope with the routines if they are unwell. In cases of diarrhoea and sickness, please do not bring your child back into school **until 48 hours after the last attack.** This is a health policy ruling as children under five are very vulnerable to the spread of infection.

If your child is absent from nursery please telephone us on 571742 and let us know why, and when you expect them to return.

Sun Safety
At Caverstede Nursery School we want all adults and children to enjoy the sun safely. Young children have sensitive skin which can easily be damaged by the suns UV rays. Carers have a responsibility to ensure that children are protected from the harmful effects of the sun. During the summer months we ask that;

- Each child brings a named sunhat to nursery to wear in the Nursery garden, we have legionnaires hats to purchase at Reception
- Parent's/carers provide sunscreen of Factor 15 or above for their child, this is clearly labelled with their child's name.
- Parents sign a permission slip giving staff permission to apply sunscreen to their child.

Practitioners will use and monitor areas of shade, provide drinking water and encourage children to stay hydrated. At all times children have access to fresh drinking water throughout the day both indoors and outdoors. All staff will monitor individual children's' well-being when they are in the sun, encouraging them to play indoors or take other safety measures if necessary.

Health and Safety Outside of Session Times
We are very proud of our outside learning environment and all of the children coming to the school enjoy playing outside in all weathers!

However, we do take the health and safety of your children very seriously and we would therefore ask that no equipment or facilities in the garden be used outside of session times. This includes children who attend Nursery and also siblings who may come along to collect their brother or sister after sessions.

If all parents and carers could be aware that your children are your responsibility outside of Nursery session times and whilst in the garden, this will also help to ensure that our equipment and facilities are kept in the best condition possible and your children are kept safe.

Thank you for your support.

Child Protection and Safeguarding for Schools

We take child protection issues extremely seriously; at all times we consider the protection and safety of the child in our care. Child protection issues are always dealt with in the appropriate ways. All staff have attended child protection training and are familiar with the correct procedures.

At Caverstede Nursery School we follow the Child Protection procedures from the Peterborough Safeguarding Board.

"It may be helpful for you to know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse. Schools are encouraged to take the attitude that where there are grounds for concern they should be over-cautious, and seek advice, rather than to risk a child's safety. Occasionally, this duty on staff means that a concern is passed on which is later shown to be unfounded. It is hoped that parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that the staff member was acting in good faith and in the best interests of all children."

We have named people for child protection they are Debbie Hayes, Katy Coles, Hannah Haigh and Emily Wiseman.

We have named governors responsible for overseeing Child protection.

If you have concerns regarding children's safety and protection, it is essential that you contact your child's Key Person or the Headteacher.

e-Safety

Children's Use of Computers and the Internet
Children use computers and technology to support their learning. Children only access the internet with adult supervision and there are firewall, antivirus and appropriate filtering security measures in place. We also take account of the research that links increased exposure to screens to poorer classroom performance and behaviour, sleep disruption, childhood obesity and therefore choose activities and experiences carefully with clear rules and boundaries about when and how much computers are used with the children. If you have any queries about safe and responsible use of technology your Key Person can talk with you, refer to links on our website or talk with Hannah Haigh or Katy Coles, our trained Child Exploitation and Online Protection (CEOP) teachers.

Social Networking
We are pleased to take care of your children and we enjoy our daily conversations with you all. But every family needs to be confident that we draw a clear line between our work and personal life. Like many other schools, we have talked about the implications of social networking sites like Facebook. We have decided that staff should not become online friends of any parents, so that professional boundaries are maintained.

Use of Photographs and Video
As part of our effective Early Years Practice we use photographs to document and share children's learning with you and your child. We may also use photographs for displays, training purposes and publicity. We are sensitive to the wishes of parents and children and have a consent form and guidance on the safe use of photographs contained in our Use of Photographic Images Policy. We understand some parents may wish to take photographs of their own child at special events, but please **do not** take photographs of other children. If you accidentally catch another child other than your own on the photograph we would ask that these photographs **are not** then shared on social networking sites.

Mobile Phones and Personal Cameras
Mobile phones and personal cameras are only permitted to be used in the school in certain areas, these are as follows: Reception and the Parent Café. It is important that you do not use your phone in any other area of the school.

Every Little Helps



'Friends of Caverstede' are a registered charity and managed by our Trustees. The Operational Team oversee, organise and discuss how we can raise money for resources such as the water feature that is enjoyed by the children in the garden, or other new equipment.

Many different events have been held in the past including disco's, our Christmas Fayre, Easter Egg Hunt or Family Photograph days. These have been well attended and thoroughly enjoyed.

If you would like to be involved and can give some time to the cause, then please speak to a member of staff who will put you in contact with the Friends. All ideas and help greatly appreciated!

Our Library

We would encourage all families to use our library, which is located in Reception, and share books with your child or children. Sharing books and stories and songs together is a fun and pleasurable way to support your child's language and communication development. You can borrow books as often as you would like through the year.

Book bags are available for purchase from the reception desk and cost £4.00. Books can then be signed out from the library using the signing out procedure displayed in the library.

Library Explorers
Throughout the year we run our 'Library Explorers' scheme, this involves borrowing at least one book per week for a half term, then your child will receive a book of their own to keep. Please look out for this scheme which will start in the second part of the Autumn term.



Complaints Procedure Policy

At Caverstede Nursery School, we believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our school and will give prompt and serious attention to any concerns about the running of the school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

1. In the first instance, any parent/carer who is uneasy about an aspect of the school's provision, talks over, first of all, his/her worries and anxieties with your Key Person.

2. If this does not have a satisfactory outcome, or if the problem recurs, then the parents should discuss the matter with the Headteacher **by requesting an appointment with the school reception/office team**. This avoids doorstep discussions and allows proper time and consideration to be given to the matter.

3. If a satisfactory conclusion is still not reached, then a formal complaint in writing can be made to the **Chair of Governors** at the nursery school address. The parent will be notified in writing, of the outcome of the complaint within 20 working days of the date the complaint was made.

4. You have the right to approach Ofsted directly about their complaint at any stage:
   Ofsted
   Piccadilly Gate
   Store Street
   Manchester
   M1 2WD

   Telephone: 0300 123 1231







And finally……

The team are very pleased to welcome you and your family to Caverstede – we look forward to getting to know you and sharing your child's learning experiences during your time with us.

You are welcome to come into Caverstede at any time and talk with staff about your child's learning and development and any concerns you may have.

We can assure you that your child will have high quality education and care whilst with us at Caverstede.

Enjoy your Caverstede Experience!





PETERBOROUGH CITY COUNCIL

30 HOURS FREE CHILDCARE

Caverstede Nursery School

Ofsted Outstanding 2006|2007

Ofsted Outstanding 2010|2011

Ofsted Outstanding School 2013|2014

Ofsted Outstanding Early years provider 2014|2015

Ofsted Outstanding Provider

Healthy School

Eco-Schools THE pod WORKING TOGETHER FOR GREENER SCHOOLS

Caverstede Road, Walton, Peterborough, PE4 6EX

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Fax: 01733 292830
E-mail: Earlyyears@caverstede.peterborough.sch.uk
Website:www.caverstede.peterborough.sch.uk