Ofsted Inspection June 2013

“Selly Oak Nursery is a special place to learn.”
“Children greatly enjoy all the simulating and exciting activities.”
“Children thrive because of the strong focus on care and nurture.”
“The strong emphasis on practical activities.... contributes to children`s outstanding achievement.”

Ofsted Inspection May 2010

“Selly Oak Nursery is a truly outstanding school that gives children an excellent start to their full-time education.”

Ofsted Inspection April 2007

“This is an outstanding nursery school in all areas”

For our full Ofsted report please refer to the Ofsted website at www.ofsted.gov.uk
What makes Selly Oak Nursery School different?

- Professional, friendly and welcoming atmosphere where children are the heart of everything - come and visit and see for yourself!
- Consistently 'Outstanding' as rated by the last 3 Ofsted inspection reports – Click here to view the June 2013 report.
- Small family groups (max 13) taught by dedicated fully qualified teaching staff (either a qualified teacher or Level 3 Teaching Assistant).
- Fantastic outdoor space, including Forest School and outdoor classroom area.
- Children wear a uniform which also promotes as sense of belonging to the School.
- Breakfast and after school club (rated 'Outstanding' in recent 2012 Ofsted inspection,) providing continuity of care for children.
- The teaching day is well structured with a defined start (8:45am) and end (3pm) which mirrors what children will experience in Reception
- Concepts such as good sitting, good listening and good looking, amongst others, are introduced early and reinforced throughout the year which prepares children for Reception
- Established relationships with local primary schools ready for the next transition.

All the above mean that by the end of their time at Selly Oak Nursery School, children are well equipped and prepared to start their primary school education in Reception. Expected behaviours are well embedded thus facilitating transition to Reception and making the start of their formal learning journey in primary school a lot smoother.
Nursery Session Time
8.45 am - 3.00 pm

Selly Oak Nursery School is a Local Authority Maintained Nursery School for children aged 3 – 4 years. The school was opened in 1904 and was the first Nursery School in Birmingham, transferring to its present site in 1921.

The purpose-built school was given by Mr and Mrs George Cadbury, and the Nursery School land and premises are held in Trust with Charity status.

We offer both full and part time places for children aged 3-4 years.

Part time places are offered for either 2½ days (from 8.45-3.00 on Monday and Tuesday, and 8.45-11.15 on Wednesday, or 12.30-3.00 on Wednesday and 8.45-3.00 on Thursday and Friday) or for 3 days (from 8.45–3.00 on Monday, Tuesday and Wednesday or Wednesday, Thursday and Friday).

Full time places are from 8.45-3.00 Monday to Friday. All places are term time only.

We also offer wraparound care via our Out of School Club, which is open from 7.30 – 8.45 and 3.00 – 6.00 on school days.
Meet the Staff

NURSERY STAFF

Mrs Yvonne James  Head Teacher (B Ed / NPQH)
Miss Laura Foster  Deputy Head Teacher (B Ed)
Miss Rachel Dovey  Teacher (B Ed)
Mrs Jackie Hindley  Teaching Assistant (NVQ L3)
Mrs Emma Wilson  Teaching Assistant (NVQ L3)
Miss Nayan Sharma  Teaching Assistant (NVQ L3)
Miss Natasha Close  Playworker / LTS (NVQ L3)
Mrs Paula Bayliss  Administrative Assistant
Mr Peter Haddock  Building Services Supervisor
Mrs Farha Khan  Lunchtime Supervisor
Mr Husham Khan  DRB Finance
Mrs Kathryn Clarke  Finance

OUT OF SCHOOL CLUB STAFF

Mrs Josephine Baxter  OSC Manager (NVQ L3)

SELLY OAK OUT OF SCHOOL CLUB

Mrs Rebecca Evans  OSC Deputy (NVQ L3)
Miss Saida Mohammed  OSC Playworker 3pm-6pm (NVQ L3)
Mrs Shunmugapriya Diwaker  OSC Playworker 7.30am-8.45am (NVQ L3)

ST EDWARDS OUT OF SCHOOL CLUB

Ms Maureen Moynihan  OSC Deputy (NVQ L3)
Mrs Deniz Ahmed  OSC Deputy (NVQ L3)
Mrs Jill Grant  OSC Playworker (NVQ L3)
Mrs Shunmugapriya Diwaker  OSC Playworker (NVQ L3)
Mrs Jane Markland  OSC Playworker (NNEB)
Miss Fabiha Choudhury  OSC Playworker (NVQ L3)
Mr Kabeer Hussain  OSC Playworker
Our Vision

Live, learn, play and grow

Achieved by:-
- Creating a secure, happy, effective and stimulating learning environment
- Inspiring everyone to achieve and extend their individual potential,
- Maximising talents
- Working within a climate where all efforts and opinions are valued and respected
- Promoting collaborative partnerships with parents and the wider community.
- Celebrating the journey of lifelong learning

Our Aims
We at Selly Oak Nursery School
- believe that all children are unique and develop at different rates
- value and respect the diversity and language of individuals and communities
- support the health and well-being of all our children as we believe it is an integral part of their development
- all respect each other’s feelings
- foster positive relationships with parents/carers
- acknowledge the importance of other adults working to support the children and their families
- observe and assess children’s needs and interests to plan appropriately for their learning and development
- provide a safe, rich and varied indoor and outdoor environment, where children learn to explore with confidence
- deliver the six areas of learning through planned and purposeful play activities
- believe that all areas of learning are connected and equally important
- provide a balance of adult-led and child initiated activities
- recognise the value of continuous quality improvement and its impact on children’s achievement

This is reflected in our policies and procedures throughout the nursery.
The Foundation Stage

The Foundation Stage is a stage of education for all children from Birth to Five years.

The Early Years Foundation Stage is the first stage of the National Curriculum focusing on the distinct needs of children aged from birth to the end of the Reception Year in Primary School. The Early Years Foundation Stage is delivered in a range of settings. These include pre-school groups, early years centres, accredited childminders in networks approved to deliver early education, nursery and reception classes in primary schools, nursery schools and private nurseries.

The Foundation Stage has three prime areas and four specific areas of learning and development.

PRIME AREAS;
- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

SPECIFIC AREAS;
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

This very important phase in children's learning is based on research about how young children learn.

At Selly Oak Nursery School we aim to teach children what they need to learn in the ways they most enjoy learning.

If you require any further information, please do not hesitate to ask any member of staff.
Answers to
Frequently Asked Questions

- There will be parent open days for you to come and visit, ask questions and see us in action. There are morning and afternoon sessions on each of the days. The open days are usually held in January each year.

- There is a school uniform which is purchased via the school.

- There will be an induction process to help your child settle into the routine of this nursery. We try and be as flexible as possible for working parents but will need to consider the needs of all the children.

- We run an Out of School Club which operates between 7.30 – 8.45am and 3.00 – 6.00pm. The Out of School Club contact number is 0121 472 1714.

- There is a parking facility at the Bournbrook Social Club on Hubert Road.

- We have a Forest School that allows us to teach in a safe and stimulating outdoor environment.

- We take the children on school trips throughout the year.

- We invite lots of outside agencies into school to extend our teaching and learning provision.

- We welcome parents to help out in nursery.
REGISTRATION FORM

Selly Oak Nursery School is committed to safeguarding and protecting the welfare of children and young people and expects all people to share its commitment.

Data Protection Act 1998 – This information is being collected to administer your child’s progress though the education system. It may be shared with the Birmingham City Council Children’s Services, the Department for Education, Connexions, relevant health and welfare practitioners, Church or faith Authorities and other schools or educational establishments with whom your child becomes associated.

**Office Use:**
- Full birth certificate seen □ signed   NHS No. ................................................................. signed .................................
- Proof of address seen (mortgage statement/rental agreement/council tax bill*) □ signed .................................
- FULL TIME ENTITLED  YES □ NO □ signed

**PLACE REQUIRED (please tick)**

**PLEASE INDICATE YOUR PREFERRED CHOICES EG. 1ST, 2ND, 3RD – TICKING THE BOXES MAY RESULT IN YOUR PREFERRED CHOICE NOT BEING OFFERED.**

- 2.5 days Mon, Tues, Wed am
- 2.5 days Wed pm, Thurs, Fri
- 3 days Mon, Tues, Wed
- 3 days Wed, Thurs, Fri
- Full Time (Mon – Fri)

**Child’s Details**

- Legal Surname ...........................................................
- Legal Forename(s) ...........................................................
- Other Legal Names: ...........................................................
- Gender: MALE □ FEMALE □
- Name child is known as, if different from above: .................................................................
- Date of Birth: ...........................................................
- Nationality: ...........................................................
- Home Address:
- Property type: House □ Flat □ Maisonette □
- Do you have access to a garden: YES □ NO □

**Parent’s Details**

<table>
<thead>
<tr>
<th>Home Address 1</th>
<th>When resident at main home address?</th>
<th>Name of parent / carer 1:</th>
</tr>
</thead>
</table>
| Post Code      | Please Tick:  
- __Monday  
- __Tuesday  
- __Wednesday  
- __Thursday |
| Home Telephone No.1 | Relationship to child: |
| Mobile No.1     | Date of Birth: |
| Email address 1 | Password: |
|                | Password hint: |
|                | Has Parental Responsibility Y / |

---

*Proof of address seen (mortgage statement/rental agreement/council tax bill*) □ signed .................................
- FULL TIME ENTITLED  YES □ NO □ signed
<table>
<thead>
<tr>
<th>Friday</th>
<th>N</th>
</tr>
</thead>
</table>

**Home Address 2**

<table>
<thead>
<tr>
<th>Post Code</th>
<th>Home Telephone No.2</th>
<th>Mobile No.2</th>
<th>Email address 2</th>
</tr>
</thead>
</table>

When usually staying at this address?

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>

Name of parent / carer 2:
Relationship to child:
Date of Birth:
Password:
Password hint:
Has Parental Responsibility Y / N

List all people who have parental responsibility for this child:

Is there any reason e.g. Court order, which might prevent another individual: having contact with your child or the school, or from receiving information from the School? Y / N

Name of Person:
Reasons why information should not be shared or access given:
List of evidence seen (e.g. Court order):

**General Details**

Position in family: ............ siblings age and school

Previous day care / nursery / child minder / stay and play: .................................................................

Home language: ....................... Ethnicity: ....................... Religion:

Stage in speaking English: Early ☐ Developing ☐ Established ☐

Are you newly arrived in Britain?: YES ☐ NO ☐ If yes, date arrived

Status in country: Permanent ☐ Temporary ☐ Refugee ☐ Asylum Seeker ☐ Traveller ☐

Mode of travel: Bus ☐ Car ☐ Car Share ☐ Cycle ☐ Train ☐ Taxi ☐ Walk ☐

**Medical and Dietary Information**

GP Name and address.................................................................Tel

No........................................

Health Visitor name and address ................................................Tel No........................................

Social Worker name and address ................................................Tel No........................................

Referrals to Specialist Support Service / Health & Social Care / Hearing / Paediatrician / (please circle) Vision / Educational Psychologist / Speech & Language

Referral contact details

.................................................................................................................................
Medical conditions

Known allergies

Regular medication

Special Dietary Requirements

OUT OF SCHOOL CLUB

Do you need extended provision?  Breakfast Club  [ ]  After School Club  [ ]  Holiday Playscheme  [ ]

<table>
<thead>
<tr>
<th>Please tick requirements</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 7.30 – 8.45 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM 3.00 – 6.00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How did you hear about the nursery?  Newsletter / website / word of mouth / other (please specify)

.................................................................................................................................
In order to assess your child’s needs for a full-time place, they will need to be able to demonstrate that they meet one of the criteria below:

- Children with a Child Protection Plan or are subject to a section 47 Child Protection investigation, or a section 17 Children in Need plan.
- Children in Birmingham City Council Local Authority Care.
- Children subject to a special guardianship order.
- Children identified as in need of early help through an fCAF and have in place a family support plan.
- Children with diagnosed Disabilities who have an Education, Health and Care plan (or are in the process of) and/or are in receipt of Disability benefit. Or children who have been referred to or by a Child Development Centre/equivalent specialist education agency.
- Children from families where their physical accommodation places the child at risk of harm.
- Children whose parents/carers need support as a result of their physical disability, learning disability, mental health problem or illness.
- Parent/carer in prison.
- Children from families experiencing domestic violence or drug/alcohol abuse.
- Children who are in the first stages of language development.
- Children from families with no recourse to public funds.
- Children in exceptional circumstances around a safeguarding/vulnerable situation need not covered by the above.

It is expected that any child identified as potentially eligible for a full-time place will have a supporting referral from a professional engaged in their support and an fCAF detailing the need for a full-time place to support improving their outcomes. Where this is not already in place, it is expected that an fCAF will be initiated in line with the Early Help strategy and Right Service, Right Time model.

An eligible child should be re-assessed for the ongoing provision of a full-time place for each academic year.

If Top Up Fees are required how will your Nursery Place be funded? (Please tick below)

By You ☐  By a College/University ☐  By Tax Credits ☐  Childcare Vouchers ☐

I give permission for Selly Oak Nursery School to contact the relevant agencies and health professionals in order to gain information relating to my child

Signed …………………………………………… Print Name ………………………………………………….. Date ………………………………………

Relationship to child …………………………………………………………………………………………………………………………………………………
APPLICATION FOR FREE SCHOOL MEALS

APPLICATION FOR FREE SCHOOL MEALS: April 2011

You may print this form and complete it manually. Or, you may save it to the hard drive on your PC and complete this form online. Place the cursor in the shaded area and start typing. Use the TAB key to move from one field to the next. Insert your responses, print the form and sign it where required.

You will qualify for free school meals if you or your partner are receiving:
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit, provided they are not entitled to Working Tax Credit* (see page 2) and have an annual income, as assessed by the Her Majesty’s Revenue & Customs that does not exceed £16,190;
- An income-related employment and support allowance (irESA) (this benefit was introduced on 27 October 2008)
- Guarantee element of State Pension Credit.

To apply please complete and return this form to the school secretary and at the same time provide evidence of entitlement to any of the above.

School

Your address
Postcode

Home Tel No

You and Your Partner

<table>
<thead>
<tr>
<th>You</th>
<th>Your Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Mr ☐ Mrs ☐ Ms ☐ Miss ☐</td>
</tr>
<tr>
<td>Surname / Family Name</td>
<td></td>
</tr>
<tr>
<td>Other Names</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>/ / /</td>
</tr>
<tr>
<td>National Insurance Number</td>
<td></td>
</tr>
</tbody>
</table>

Do you or your partner receive Income Support or Income Based Job Seekers Allowance or irESA?

| Yes | No - you cannot get free meals |

AND / OR: Child Tax Credit (CTC) only - gross income of no more than £16,190

| Yes | No - you cannot get free meals |

AND / OR: Support under Part VI of the Immigration and Asylum Act 1999

| Yes | No - you cannot get free meals |

AND / OR: Guarantee element of State Pension Credit

| Yes | No - you cannot get free meals |

This documentation is treated in accordance with The Data Protection Act 1998
## APPLICATION FOR FREE SCHOOL MEALS (continued)

**Children living with you who go to school**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Backdating

<table>
<thead>
<tr>
<th>Does this apply to you?</th>
<th>If you are not sure get help to fill in this part</th>
</tr>
</thead>
</table>

School meals are provided free from the date of your claim. However, if you have a good enough reason for not claiming earlier and you have paid for your child’s meals we can refund you for up to 3 months. If you think that your free meals should be backdated tell us the date from which you wish to claim and the reason why below.

- I wish to claim free meals from [ ] [ ] [ ] [ ]
- I did not apply earlier because

### Declaration:

If you give false information you could be prosecuted

- As far as I know the information I have given is complete.
- I agree that you may make any enquiries to check the information I have given.
- I will tell you at once if my circumstances, income or savings change.
- I will tell you at once if there is any change in the circumstances or income of the people living in my house.

<table>
<thead>
<tr>
<th>Your signature</th>
<th>Date</th>
</tr>
</thead>
</table>

This documentation is treated in accordance with The Data Protection Act 1998
Dear Parent,

**The Early Years Pupil Premium**

From April 2015, nurseries, schools, childminders and other childcare providers will be able to claim extra funding through the Early Years Pupil Premium to support children’s development, learning and care. We wanted to write to you to explain what the Early Years Pupil Premium is, explain who is eligible for this funding and, importantly, to ask you to fill out the enclosed forms so that we as a provider can claim the extra funding.

National data and research tells that children eligible for free school meals tend to do less well, for example in 2014 45% of children eligible for free school meals achieved the expected level at the end of the early years foundation stage compared with 64% of other children. The Early Years Pupil Premium will provide us with extra funding to close this gap.

The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who have been in care or adopted from care. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

We can use the extra funding in any way we choose to improve the quality of the early years education that we provide for your child. This could include for example additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

**Please could you complete the attached form and return it during the home visit.**

If you have any questions, please contact the school office.

Yours faithfully,

Mrs Y James
Headteacher
We need information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled. Please complete this form and return at the home visit.

### ABOUT YOUR CHILD/CHILDREN

<table>
<thead>
<tr>
<th>Child’s Last Name</th>
<th>Child’s First Name</th>
<th>Child’s Date of Birth</th>
<th>Name of preschool, nursery, childminder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DD-MM-YYYY</td>
<td>Selly Oak Nursery School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DD-MM-YYYY</td>
<td>Selly Oak Nursery School</td>
</tr>
</tbody>
</table>

### PARENT/GUARDIAN DETAILS

<table>
<thead>
<tr>
<th></th>
<th>Parent/Guardian 1</th>
<th>Parent/Guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>D M Y</td>
<td>D M Y</td>
</tr>
<tr>
<td>National Insurance Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Asylum Support Service (NASS) Number*</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>Daytime Telephone Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
<td>Postcode:</td>
</tr>
</tbody>
</table>
FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes [ ]  No [ ]

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you are in receipt of any of the benefits listed below: [ ]

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the early years pupil premium.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. They will do this by checking out of work benefit data provided by HMRC and DWP. We would like your consent to make this check. Once this is confirmed, we can decide how much money your child’s nursery, childminder or pre school will receive. You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will not affect any of the benefits you may be entitled to.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child’s preschool/Nursery/childminder to claim the early years pupil premium for my child

Signature of parent/guardian: ......................

Date:........................................

---

1 This includes those who have parental rights for the child/children named on this form.