

Welcome to



Founded 1904

Head Teacher: Mrs Yvonne James

26 Tiverton Road

Selly Oak

Birmingham

B29 6BP

2020 - 2021

REGISTRATION INFORMATION BOOKLET

Tel: 0121 472 1700 Email: enquiry@sellyoak-nur.bham.sch.uk

Website: www.sellyoak-nur.bham.sch.uk



OUTSTANDING Ofsted Inspections 2007, 2010, 2013, 2018

“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

“This is an outstanding nursery school in all areas”

For our full Ofsted reports, 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 4 Ofsted inspection reports
- 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 a 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 - 5.45 on school days.

Meet the Staff

NURSERY STAFF

Mrs Yvonne James	Head Teacher	(B Ed / NPQH)
Miss Laura Foster	Deputy Head Teacher	(B Ed)
Mrs Ifrah Rafiq	Nursery Teacher	(BA/PGCE)
Mrs Clare Shaffer	Nursery Teacher	(B Ed)
Mrs Jackie Hindley	Teaching Assistant	(NVQ L3)
Mrs Emma Wilson	Teaching Assistant	(NVQ L3 / HLTA)
Miss Nayan Sharma	Teaching Assistant	(NVQ L3 / PGCE)
Miss Natasha Close	Play worker / LTS	(NVQ L3)
Mrs Paula Bayliss	Administrative Assistant	
Mr Peter McKinney	Receptionist	
Mr Peter Haddock	Building Services Supervisor	
Mrs Farha Khan	Lunchtime Supervisor	
Mr Husham Khan	DRB Finance	
Mr Mark Jobe	Bursar	

OUT OF SCHOOL CLUB STAFF

Mrs Josephine Baxter	OSC Manager	(NVQ L3)
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SELLY OAK OUT OF SCHOOL CLUB

Mrs Shunmugapriya Diwaker	OSC Playworker 7.15am-8.45am	(NVQ L3)
Miss Tash Close	OSC Playworker (am)	(NVQ L3)
Mrs Yuwen McClory	OSC Deputy (pm)	(NVQ L3)
Miss Saida Mohammed	OSC Playworker 2.30 - 5.45pm	(NVQ L3)

ST EDWARDS OUT OF SCHOOL CLUB

Ms Maureen Moynihan	OSC Deputy	(NVQ L3)
Miss Chelsea Reeve	OSC Deputy	(NVQ L3)
Mrs Deniz Ahmed	OSC Playworker	(NVQ L3)
Mrs Shunmugapriya Diwaker	OSC Playworker	(NVQ L3)
Miss Fabiha Choudhury	OSC Playworker	(NVQ L3)
Mrs Rachel Naylor	OSC Playworker	(NVQ L3)
Mrs Beth Walton	OSC Playworker	(NVQ L2)



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

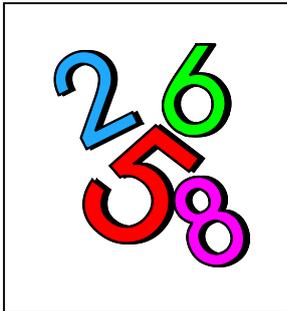
This is reflected in our policies and procedures throughout the nursery.



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

- As a Nursery School we are very proud of our highly experienced and qualified teaching staff. Every child will be allocated a key worker for the year and will be in a key group where they will make friends.
- Partnerships with parents is very important to the Nursery. We quickly establish relationships with our families and work together to enhance the children's learning and progress.
- 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 Tesco's.
- 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 - 5.45pm. The Out of School Club contact number is 0121 472 1714.
- There is a parking facility at the Bournbrook Social Club on Hubert Road. This car park can be used between 8.45 - 9.10am and 2.55 - 3.10pm each day.
- We have a Forest School that allows us to teach in a safe and stimulating outdoor environment. The children take part in a variety of exciting activities which further develop their ideas about the outdoor environment. Children will learn how to build dens, create stories, team building exercises, build their resilience and confidence. They will learn about fire safety as they have camp fires and cook a variety of food. They will learn about the plants, seasons and minibeasts in the natural 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 be actively involved in the life of Nursery, e.g. Governors, Trustees, marketing, fundraising and supporting learning.



Information for Parents / Carers

Terms and Conditions

Fees and Payments

2020 - 2021

This booklet contains all the information you will need as a parent / carer, relating to our charges, methods of payment and terms and conditions.

Please speak to the School office if you have any queries.



GENERAL INFORMATION

We offer:

- Free part time Nursery places from the beginning of the term following the child's third birthday
- Free full time Nursery places from the beginning of the term following the child's third birthday (subject to 30 hours)
- Places may be available to children in the term they turn 3 subject to availability. These places would have a cost associated with them.
- Top up hours to increase the amount of time your child attends Nursery each week subject to availability (fees payable)
- Breakfast and after school and holiday provision for children in the Nursery (fees payable)

- From the beginning of the term following their third birthday children in the **Nursery** have an entitlement to a free part time place of 15 hours a week for 38 weeks of the year, subject to availability.
- Children may be entitled to 30 hours a week, to be used during the school day only. Parents will need to complete an online application form and provide Nursery with an eligibility code.
- All other **Top up hours and Out of School Club places** have to be funded through the payment of fees. Part time children who are entitled to 30 hours may be able to use some of their remaining 15 hours to offset some of the costs of Out of School Club.
- All **Top up hours and Out of School Club places** have to be booked and registration fees paid.
- Parents purchasing Top up hours and Out of School Club provision must pay their fees even when their child is absent, **whatever the reason**.
- An anticipated number of closure days have been built in to the monthly payment.
- A list of current charges is always available and on display.
- **Nursery Top Up Hours and the Out of School Club are run as a business and are not funded by the Local Authority. The Head Teacher and office staff have to ensure that fees are paid promptly and in full, as it is this money which pays salaries of staff and all other costs for these additional hours.**

NURSERY MEALS

- **Children will need to bring a packed lunch**
- **Children may be eligible for provision of a free packed lunch if they qualify for a free school meal (see criteria on back page).**

NURSERY CHARGES

CHARGES FOR NURSERY TOP UP HOURS and OUT OF SCHOOL CLUB

<u>Education Time</u>	2.5 days	FREE 8.45 am - 3.00 pm Mon and Tues , 8.45 - 11.30 am Wed OR 12.30 - 3.00 pm Wed , 8.45 am - 3.00 pm Thurs and Fri
	3 days	£86.00 per month x 10 months 8.45 am - 3.00 pm Mon , Tues and Wed OR 8.45 am - 3.00 pm Wed , Thurs and Fri
	5 days	£385.00 per month x 10 months 8.45 am - 3.00 pm Mon - Fri

Where the child has a free entitlement, the fees will be reduced by the amount of free entitlement funding received.

<u>School Fund</u> (all families - voluntary)	£7.50 per half term
<u>Breakfast Club</u> (includes breakfast) Friday)	£8.00 per session (7.30 am to 8.45 am Monday to Friday)
<u>After-School Club</u> (includes tea) Friday)	£13.90 per session (3.00pm - 5.45 pm Monday to Friday)

THESE FEES ARE SUBJECT TO CHANGE PENDING CONFIRMATION OF FUNDING FROM THE LOCAL AUTHORITY

NURSERY TOP UPS AND OUT OF SCHOOL CLUB

The criteria for allocation of Top up places if oversubscribed is the same priority order as the admissions criteria.

1. Registration Fees

- For **all provision**, a non-returnable registration fee of £20 (for nursery places) and £10 (for Out of School Club places) is required. This income is used to cover administration costs and resources such as a water bottle, badges, a legionnaire cap and other equipment for each child. These are yours to keep.
- Students who have their fees paid by their college or university can only be confirmed by the Nursery after funding has been agreed in writing by the fund provider. Parents who want their child to start Nursery prior to this written agreement being in place, must fund the place themselves.

Once external funding ceases the parent becomes liable for full fees relating to their child's place. It is therefore important to remember to give four weeks' notice **in writing** when ending any Out of School Club arrangements.

2. Settling in fees

- In both Nursery and Out of School Club all children are settled in gradually and our monthly charges are calculated to take this into account. Payment is due on the 9th of September even if the induction phase is not yet complete.

3. Out of School Club

- Regular use of breakfast and after-school club is by prior arrangement with the Out of School Club Manager. It is necessary to book your days, and any change of days or increase / decrease in days, must be notified two weeks in advance **in writing** (also subject to availability).
- Some casual use may be possible. This is by arrangement with the Out of School Club Manager, and **full** payment must be made **in advance**, following completion of registration forms for the club and payment of a £10 registration fee.
- Once a casual day is **agreed verbally with the Out of School Club Manager**, that day must be paid for in advance regardless of attendance.

4. Payment of Fees

- Payment of fees is due on the 9th of each month, starting on 9th September and ending on 9th June.
- Fees are paid either:
 - by using our online facility at www.schoolmoney.co.uk. We now offer the facility for parents to make payments online for school activities such as school dinners, top-up fees, out of school club, school trips and school fund. Parents will need to make payments monthly and 'log on' details will be provided.
 - or by Employers Childcare Vouchers
 - **cash or cheque payments are no longer accepted**
 - standing order or BACS payments are no longer accepted
- Unfortunately we are not able to accept payments being made weekly, daily, or in arrears.
- **WE ACTIVELY PURSUE ALL DEBTS**, through an external **Debt Collection Agency**.

5. Late Payments

- Failure to pay cash payments by the 9th of the month will result in a £10 surcharge with immediate effect.
- Parents who have not paid their fees and surcharge within 7 days, may lose their Top up hours / Out of School Club place.

6. Notice To Leave

- All parents need to give a minimum of 1 months' notice in writing to the Head Teacher if they intend to terminate their child's place.
- If you are paying for your child's place or topping up hours you will be required to pay all fees including the 1 months' notice.
- All fees must be paid and up to date before the child leaves.
- Out of School Club provision will require at least 4 weeks notice **in writing** to leave. Fees will be incurred for four weeks from the day notice is given, regardless of attendance.
- When the funding ends for externally funded places, e.g. college financial support, parents will immediately become responsible for payment of all fees and charges.

LATE COLLECTION OF CHILDREN

- The Nursery offers After School Provision. Please see our charges in this booklet.
- If a parent is late collecting their child and spaces are available, the child will be booked into the After School Club and charges will be incurred. **£8.00** will be payable up to 3.30pm or **£13.90** after 3.30 pm but before 5.45 pm to be paid upon collection. **If the school has received no contact from the parent the school will refer to its 'Left Behind Children policy'**
- Parents who collect their children late risk their Nursery place being reduced, restructured or terminated.
- Collection **after 5.45 pm** from After School Club, will incur a **£1 per minute** surcharge in all cases, **due in cash on the day.**

TERM DATES 2020-2021

AUTUMN TERM 2020	Tuesday 1 st September to Friday 23 rd October	Monday 2 nd November to Friday 18 th December
SPRING TERM 2021	Monday 4 th January to Friday 12 th February	Monday 22 nd February to Thursday 1 st April
SUMMER TERM 2021	Monday 19 th April to Friday 28 th May	Monday 7 th June to Monday 19 th July

Closure Dates 2020-2021

The Nursery will be closed for National Bank Holidays.

In addition, the Nursery will be closed for 5 Teacher Training Days and a number of days during the induction phase in September ~ these dates have yet to be decided but we will inform you of them as soon as they are available.

AGGRESSION TOWARDS STAFF

Our aim is for the Nursery to be a happy and safe place for children, parents and staff. Therefore **we do not tolerate** intimidating, aggressive, threatening or abusive behaviour within the Nursery or against any of our staff, either in person or on the telephone. If such behaviour does occur we will take action and deal with it robustly, involving the Police and Local Authority if necessary.

This can result in the person concerned being banned from the premises and facing the possibility of legal action.