

# Eastchurch Primary School

Warden Road  
Eastchurch  
Sheerness  
Kent. ME12 4EJ  
Telephone (01795) 880279



## Little Owls Nursery Prospectus

School E-Mail: [office@eastchurch.kent.sch.uk](mailto:office@eastchurch.kent.sch.uk)

### Parents and Teachers working in Partnership

Thank you for your interest in our Nursery. We hope that this prospectus will tell you what you need to know; please ask if it does not answer all your questions. The information in this prospectus was revised in June 2016. Due to regular developments within the Nursery, there will inevitably be changes throughout the year.

Mrs.Sarah Hunt  
Head of School

Mrs Hannah Fox  
EYFS Manager

Miss Ruth Stanton  
Nursery Supervisor

**Head of School: Mrs Sarah Hunt**

**EYFS Manager: Mrs Hannah Fox**

**Nursery Supervisor: Miss Ruth Stanton**

**Nursery Nurses: Miss Aimi Chamberlain  
Miss Louise Bowey  
Miss Holly Vince**

Thank you for your interest in a place for your child at Little Owls Nursery and for requesting our prospectus. You are about to embark on making a very important decision for your child and we hope that the contents of this prospectus will support you in making this choice for you and your child.

The staff at 'Little Owls' strive to offer a fun-filled environment where your child can develop as an individual. All nursery staff work together to meet your child's individual needs and we plan learning and play opportunities to reflect their needs.

At Little Owls Nursery we are dedicated to the needs of our children and parents. We hope that this is reflected in our high standard of communication with you and your child. We want to ensure that you have every opportunity to contact us whenever you need to via telephone, e-mail, face-to-face at open days, parent evenings and at the nursery.

Please do not hesitate to contact us for more information. You can speak to a member of our staff on 01795 880279, Monday to Friday between 8am and 5pm, or alternatively, you can e-mail us at [office@eastchurch.kent.sch.uk](mailto:office@eastchurch.kent.sch.uk) and we will reply to you as soon as possible. Our email account is checked daily.

## **Education on the Isle of Sheppey**

The Isle of Sheppey is part of the East Kent Education Area. Eastchurch school and Little Owls Nursery come under the East Kent Area Education Office based at Brooke House, John Wilson Business Park, Thanet Way, Whitstable, Kent CT5 3DD. The telephone number is 03000 41 21 21.

The Isle of Sheppey has a 'two tier' system of education. All the Island schools and The Oasis Academy Isle of Sheppey Academy work closely together, as a Collaboration, in a spirit of co-operation rather than competition.

Children on the Isle of Sheppey attend Primary Schools from the age of four or five until they are eleven. In the September after their eleventh birthday they transfer to a Secondary School, many of our children choosing to attend The Oasis Academy Isle of Sheppey Academy, a wide ability, secondary school that serves the whole Island, while some children travel off of the island to mainland Secondary Schools.

## **Eastchurch Church of England Primary School and Little Owls Nursery**

Our School was founded in September 1840 by the Church of England, and paid for with money raised by local people. It serves the eastern part of the Isle of Sheppey.

Eastchurch is a Church of England School and we uphold our Christian values of love, kindness, forgiveness, respect and tolerance. Prayer and reflection are central to the life of the school and children attend a daily act of collective worship.

We are proud of our buildings and school grounds, and do our best to keep them looking attractive. We are also proud of our 'Eco-School' status that shows that we are a school that cares about the environment. The Eco-flag flies everyday to remind us that if we care for each other and the environment we are doing a little to look after our world.

Most importantly, though, we are very committed to providing the best education for all the children. Eastchurch is not a sleepy village school, but a vibrant place full of people who are forward-looking and think positively.

Little Owls Nursery is an extension of our facilities for pre-school children at the eastern end of the Island and was built in 2006. We cater for children who are three and four years old.

### OUR VISION

Eastchurch Church of England Primary School provides a secure, caring Christian environment in which our children can be successful, happy and able to achieve high standards. We value each child and their contribution to the school. We take an active role in community life and work in partnership with parents. At Eastchurch we foster resilience, self-motivation and want our children to be confident individuals who are equipped with the skills and aspiration to be lifelong learners.

### OUR CHRISTIAN VALUES

**Love      Kindness      Respect      Forgiveness      Honesty      Courage**

### OUR EXPECTATIONS

We expect our children to...	We expect staff and governors to...	We expect our parents to...
<ul style="list-style-type: none"> <li>• be kind, considerate and respectful</li> <li>• embrace difference and show respect for everyone</li> <li>• co-operate with one another and everyone at the school</li> <li>• persevere in order to achieve and maintain their best</li> <li>• take ownership of their learning and challenge themselves</li> <li>• respect the environment</li> </ul>	<ul style="list-style-type: none"> <li>• provide a safe, caring environment where children feel secure and happy</li> <li>• provide good quality teaching and a rich, diverse and relevant curriculum</li> <li>• communicate effectively with all stakeholders</li> <li>• work together and support each other professionally</li> <li>• embrace difference and prepare children for a life in modern Britain</li> <li>• have high expectations and aspirations for all</li> </ul>	<ul style="list-style-type: none"> <li>• ensure their children attend regularly and punctually</li> <li>• work in partnership with their children and the school</li> <li>• support the school's policies, values and vision</li> <li>• work together effectively to overcome any challenges</li> <li>• develop positive relationships</li> <li>• support their children with home learning</li> </ul>

## **Admission to Little Owls Nursery**

A place can be offered to a child at Little Owls the term after their third birthday. If the nursery is over subscribed places will be allocated according to the following criteria:

- 1) Children who already attend Little Owls Nursery
- 2) Looked after children
- 3) Children with a statement where the statement states a specific session
- 4) Brothers/sisters already in either the All Saints or St. Clement school sites
- 5) Health and special access reasons
- 6) Nearness of children's homes/ease of access

We offer part time places, for 15 hours each week, and it is our expectation that each child attending Little Owls Nursery will attend for either 5 morning sessions or 5 afternoon sessions each week as per their allocation. In order to ensure that each child benefits from the available entitlement, it is our expectation that all children will attend regularly. It is only appropriate for a child to attend for less than 15 hours a week based on Individual Additional Educational Needs in discussion with the Nursery Manager and Senior Management Team.

Morning and afternoon sessions are allocated based on availability. Where possible, parents are offered a choice of session that is most appropriate to their family needs and requirements. Session placements are offered based on the over subscription criteria above. Current placements are always offered to swap sessions as vacancies arise within the session required, in particular at the beginning of each academic year, September entry. Our current admission is for 26 morning places and 26 afternoon places.

### **Additional Educational Needs**

A child may have additional educational needs (A.E.N.) if she/he has difficulty coping in the nursery. This could be for lots of different reasons, such as problems with learning, behaviour or communication, or because of some physical, visual or hearing difficulty. The nursery has access to an Additional Educational Needs Manager, Mrs Carol Laker, who is available to support children with A.E.N.

Early identification of any problems is important. This is why we encourage you to contact us before your child comes to nursery, and tell us if you feel your child may need extra help or has a social, emotional, or medical problem. This information will be discussed and treated with confidence.

### **Equal Opportunities Statement**

Staff and Governors at Little Owls Nursery are committed to equal opportunities for all pupils irrespective of race, religion, gender, language, disability or family background. Children at Little Owls Nursery are encouraged to respect other people who may be 'different' to themselves whether the difference is related to race, religion, gender, language, disability or family background.

We celebrate festivals from around the world in order to support the children to recognise the cultures and beliefs of themselves and those of others.

### **Use of the Internet**

During their time at Little Owls Nursery your child will have access to the internet. Within our expanding information communication technology society, it is important that young children begin to develop the skills required to find out information on a computer.

The Internet access at the nursery is designed for pupil use and includes a safe filtering system. No child will access the Internet without suitable adult supervision.

## **School Website**

Eastchurch School has an excellent website that you can visit using our website address [www.eastchurch.kent.sch.uk](http://www.eastchurch.kent.sch.uk) . This shows useful, important and relevant information about the school and nursery. Children's work is displayed on the website and photographs of children carrying out a variety of activities.

We are careful that individual pupils are not identifiable by name. Personal information about staff or pupils will not be published. We always ask permission from parents/carers prior to them starting at the nursery, before any photographs are used on the website.

## **Behaviour**

Our aim is to help children to learn self-discipline. This can only be achieved by helping them to develop a moral code. We spend a lot of time discussing the importance of personal qualities such as tolerance, perseverance, courtesy and generosity. This is the foundation for everything else we do in the nursery.

Children learn their behaviour from other people, and this includes the actions of people on television. At 'Little Owls' we try to be quick to praise examples of good behaviour, so children learn what is expected.

We operate an open door policy and are always more than willing to encourage you to share any concerns you may have regarding your child's behaviour. Please feel confident to approach us to keep us informed of any change of circumstances that you feel may affect your child's behaviour.

## **Attendance, Lateness and Absence**

It's very important that children attend nursery regularly. Children can feel unsettled, feel left out and find it more difficult to make friendships if their attendance is irregular.

We adopt a positive approach to attendance and reward individual children who attend regularly and are punctual through the use of certificates on a weekly basis. On a bi-termly basis we reward children who have achieved 100% attendance throughout the terms. It is as important for your children to strive to achieve good attendance percentages while attending nursery as it is when they start school, encouraging good habits and an awareness of the importance of attendance on their learning and development.

You can help to reduce your child's absence by:

- taking family holidays out of nursery hours.
- arranging any dental or medical appointments out of nursery hours where possible.
- only keeping your child at home when they are unwell.

If your child is unable to attend nursery then please help us to keep a record of their absences by following the procedure below:

- Telephone the nursery on your child's first day of absence, 880279 or 884306.
- Keep the nursery informed as to your child's progress.
- Write a letter on the day that your child returns to nursery as a record of their absence for their file.

If a telephone call is not received on the first day of absence then a member of staff from the nursery or the school office may phone to request a reason for your child's absence. This is a government recommendation of good practise for nurseries and schools and it ensures that we know that your child is safe.

If your child is unwell during the nursery session we will contact you to collect them as soon as possible.

Lateness at 'Little Owls' causes disruption to our session as it ties a member of our staff to the entrance door for a long time and prevents them from supporting the children in the nursery. We realise that occasions will arise when lateness cannot be avoided, but we ask that you encourage your child to think of the nursery as their workplace, where good punctuality is vital.

If you arrive at the nursery once the main gate has been locked, then please enter via the school's main office where your child will be marked on the register and brought over to the nursery via the internal doors. Our motto about lateness is **better late than never!!**

## **Health Issues**

If your child is unwell or hurt at nursery, we want to let you know as quickly as possible. It is vital that we have not only your home and work **telephone numbers**, but also that of a friend or relative who can be contacted if you are not available. It is our policy to let you know of all minor bumps and knocks on collection of your child, but if a child doesn't tell us, we may not always know.

It is strictly forbidden for children to bring medicines to nursery. This includes throat and cough sweets and items such as 'Lipsyl'. Medicines will not be administered to any child, unless there are exceptional circumstances and arrangements have been made with the Nursery Supervisor, Miss Ruth Stanton. This rule is there to safeguard the interests of both the children and the staff. If your child has a chronic illness or long-term complaint requiring medication please let us know before your child starts at the nursery and we can arrange to discuss any individual requirements to meet your child's needs.

If your child is not well, please don't send him or her to nursery until they have made a full recovery. Children who are unwell can be very unhappy and infections spread rapidly amongst young children.

Children with nits or headlice should only be sent to nursery once they have been treated with an appropriate treatment, to prevent the problem spreading. We are not allowed to check children's hair.

## **Snow and other Emergencies**

In severe weather it may become necessary to close the Nursery. At such times local radio stations are used to give parents necessary information, and we will phone around to make sure everyone knows what is happening. Please be assured that we never send children home unless proper arrangements have been made with parents or alternative contacts.

Please wait for us to contact you in the event of any closures as if many parents are phoning in then we are unable to use the phone lines to phone out from the nursery.

## **Little Owls Nursery Uniform**

While your child is at nursery please allow them to wear clothes that are easy to undo and fasten, easy to wash, and ones that they will not be too upset about should they either get them dirty or wet. Please ensure that your child always has a jacket or coat for outside play.

Our uniform enables all children to feel part of a group at the nursery and it helps the children to make links between each other. Our uniform consists of a white 'Little Owls' polo shirt and a sweatshirt/ cardigan in their group colour. These are both available from the nursery or online at <https://www.schooltrends.co.uk/>. We encourage children to wear trousers or skirts that are easy to undo and fasten.

Please supply a change of clothes in case of emergencies and if you borrow clothes that belong to the nursery please wash and return them as soon as possible.

Shoes that are flat, rubber soled and without laces, make it safer for your child to climb and run around safely in the outdoor environment.

## **When you come to the Nursery**

We take our responsibility for keeping children safe very seriously, so we ask everyone to observe the following, please:

- leave cars outside the School grounds: there isn't enough room within our staff car park and we are concerned about the safety of our children.
- walk on our pathway and not down the drive. Please encourage your child to follow the blue and yellow footsteps.
- report to the school office once the main nursery gate has been locked, including parents coming to the nursery to collect their children earlier than the end of the session. For security reasons, we ask all visitors to sign in at the Office and wear a badge.

### **Important**

Please let the Nursery Supervisor know of any changes to the end-of-session collection arrangements for your child by writing in the diary in the cloakroom area.

## **Recycling and Environmental Issues**

As an Eco-School we encourage children to develop an awareness of environmental issues, through action as well as thought and attitude. The children are involved in planting and providing habitats for wildlife in the school grounds, and an after-school club for Year 4 children is held which deals with 'green' issues. We hope to organise events and activities which parents and friends can join in with.

We also collect all vouchers issued by supermarkets like Tesco and Sainsbury, and all petrol vouchers. These are exchanged for such things as computer hardware, PE equipment and books.

## **Friends of Eastchurch School (FOES)**

FOES was set up a number of years ago to support the work of the School. All parents are automatically members, and there are no membership fees. Every year a Committee is elected from people who express an interest. The Committee meets twice a term, usually on a Monday evening, to organise social and fund-raising events.

FOES have raised thousands of pounds for the School. In previous years, FOES paid for new large adventure play equipment for each of our playgrounds as well as other playground equipment, digital cameras, personal microphones for children's performances and much more. More recently, they have purchased resources to develop class book areas.

FOES supported our nursery by purchasing a set of ski suits, hats, gloves and scarves in order to ensure that our children can access the outdoor environment in all weather conditions.

The May Fayre is our biggest single event, and requires up to 50 adult helpers on the day, it would be a pleasure to see you helping out at this annual event.

Please feel free to join our FOES Committee and support our fund raising events.

## **The Governors**

The Governors are people from the local community who oversee the work of the School and Nursery. They are unpaid volunteers but have significant powers and responsibilities. They meet twice a term, but committees meet at other times to consider different aspects of the work of the School and Nursery. They produce a School Profile, which is given to all parents, and hold an Annual Meeting if required by parents to which all parents are invited. The names of all our Governors are:

Mr Andy Booth (Chairman)	LA appointed Governor
Mr Aaron Janes (Vice-Chairman)	Parent Governor
Ms Yvette Gutheil	Parent Governor
Mrs Sue Hopper	Foundation Governor
Mrs Sharon McNaboe	Co-opted Governor
Ms Bex Ratchford	Parent Governor
Mrs Tracy Ryan	Parent Governor
Mr John Stanford	Community Governor
Mrs Jill Stevenson-Irons	Staff Governor
Vacancy	Executive Headteacher
Vacancy	Ex-officio Governor
Miss Lynette Elliston	Clerk to the Governors
Miss Michelle Crowe and Mrs Sarah Hunt attend all meetings.	

## **Keeping in touch**

We send newsletters home quite frequently, by email, so you know what's happening at the nursery and in the main school. Copies of all letters are pinned to the notice board outside both the nursery and school Office and on the outside notice board in the back playground.

Every term, we invite you to come to a private consultation with your child's Key Worker. We are able to offer daytime, after nursery or evening appointments. Of course, we'll be happy to

see you at other times, but would ask you to contact us to arrange a convenient time for all parties involved.

## **Policies**

There are many policies in place at Little Owls Nursery in order to help with the smooth running of the nursery. Please ask to see them if you would like to know more details.

- Settling in Policy
- Equipment and Resources Policy
- Food and Drink Policy
- Staffing and Employment Policy
- Non-Collection of Children Policy
- Health and Safety Policy
- Behaviour Management Policy
- Student Placement Policy
- Parental Involvement Policy

The main school also has a set of policies that also relate to Little Owls Nursery. If you would like to see a full list or you would like to see any of the above policies then please speak to a member of staff at the school office.

## **If you have any complaints**

We hope you will be happy that you have chosen Little Owls Nursery for your child. However, if you have any concerns or complaints please follow the procedures we already have in place.

In brief terms the Nursery procedure for handling complaints is based on the authority's model procedure. Any formal complaint made to the Headteacher will receive a response from the Complaints Committee of the Governing Body. Parental concerns should in the first instance be brought to the attention of the Nursery Supervisor. If your concern involves the Nursery Supervisor directly, your concerns should be directed to the EYFS Manager, Mrs Fox.

If the Nursery Supervisor or EYFS Manager cannot resolve the issue then the parent will be asked to speak with the Head of School. If the Head of School cannot resolve the concern then the matter must be referred to the Clerk to the Governors who will arrange for it to be considered by the Complaints Committee. The Clerk will also inform the LA that the matter is being dealt with according to the School's Complaints Procedure.

The Complaints Committee will decide whether a full response can be made within ten days.

The complainant will be told in the reply that if he or she is dissatisfied with the outcome they may refer the matter to the Area Director.

A full copy of the complaints procedure can be obtained from the school office.

**Finally.....** We all want our children to be happy at the nursery and at home, so please do not hesitate to contact us if you have any worries or concerns. We promise we will do our best to help

